

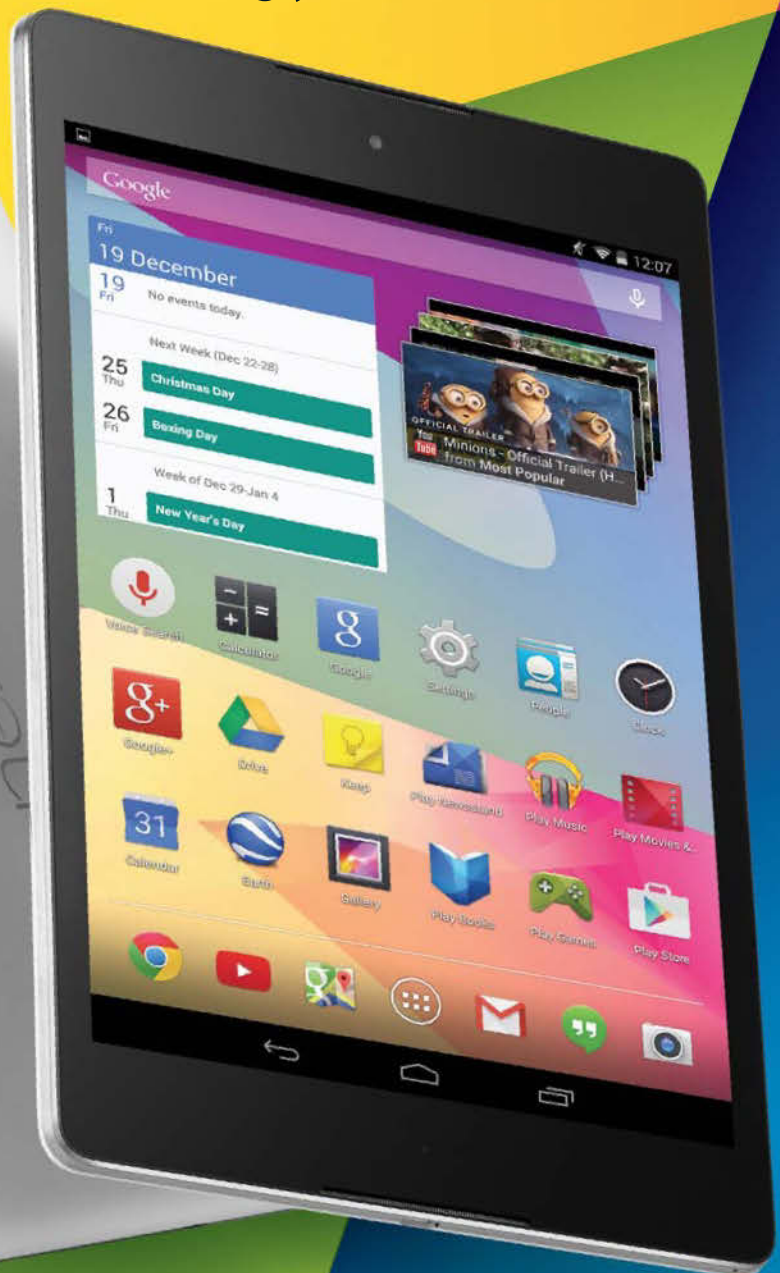
NEW

The Nexus Book

The independent guide to using your Nexus 7, 9 & 10

For every
Nexus
tablet

- Set up your Nexus
- Learn the basics
- Explore Google Play
- Discover hidden features



Welcome to The **Nexus** **Book**

With the Nexus, Google has designed a device to take full advantage of its Android software. A stunning, versatile tablet, the Nexus excels at everything from playing games to creating documents, and the introduction of the Nexus 9 and Android 5.0 Lollipop have only broadened its horizons. But while it's easy to get to grips with the basics, Google's tablet is also filled with advanced features that can be incredibly useful if you know how to use them. That's where The Nexus Book comes in. Here, we'll walk you through the myriad possibilities that the Nexus puts at your fingertips, whether it's firing off emails on the go, making photo edits on the gorgeous high-res screen, or simply browsing the web with ease. Read on to enjoy step-by-step guides to your tablet's built-in software – including YouTube, Chrome and Google Maps – as well as advice to help you get the most out of the thousands of apps available on the Google Play store.



The Nexus Book

Imagine Publishing Ltd
Richmond House
33 Richmond Hill
Bournemouth
Dorset BH2 6EZ

☎ +44 (0) 1202 586200

Website: www.imagine-publishing.co.uk

Twitter: @Books_Imagine

Facebook: www.facebook.com/ImagineBookazines

Publishing Director

Aaron Asadi

Head of Design

Ross Andrews

Production Editor

Ross Hamilton

Senior Art Editor

Greg Whitaker

Designer

John Ndojelana

Photographer

James Sheppard

Printed by

William Gibbons, 26 Planetary Road, Willenhall, West Midlands, WV13 3XT

Distributed in the UK, Eire & the Rest of the World by

Marketforce, Blue Fin Building, 110 Southwark Street, London, SE1 0SU
Tel 0203 148 3300 www.marketforce.co.uk

Distributed in Australia by

Network Services (a division of Bauer Media Group), Level 21 Civic Tower, 66-68 Goulburn Street,
Sydney, New South Wales 2000, Australia Tel +61 2 8667 5288

Disclaimer

The publisher cannot accept responsibility for any unsolicited material lost or damaged in the post. All text and layout is the copyright of Imagine Publishing Ltd. Nothing in this bookazine may be reproduced in whole or part without the written permission of the publisher. All copyrights are recognised and used specifically for the purpose of criticism and review. Although the bookazine has endeavoured to ensure all information is correct at time of print, prices and availability may change. This bookazine is fully independent and not affiliated in any way with the companies mentioned herein.

Nexus is a trademark of Google Inc.

The Nexus Book Volume 2 © 2014 Imagine Publishing Ltd

Part of the
Android
magazine
bookazine series



Contents



44

Everything you need to know about your Nexus tablet

10 Do more with your Nexus



20 Settings

- 22 Personalise your device in Settings
- 22 Make your device energy efficient
- 22 Change the date and time
- 23 Language and input settings
- 23 Add a new account
- 24 Control app permissions
- 24 Manage Bluetooth, Wi-Fi and NFC tools
- 25 Manage your email and app accounts

- 26 Back up and reset your Nexus device
- 26 Enable a device's developer options
- 27 Use the quick settings



28 People

- 29 Get directions to a contact's address
- 29 Never forget an important date
- 29 Send an email or instant message



30 Clock

- 31 Set an alarm clock
- 31 Add an international clock
- 31 Use the timer and stopwatch



32 Android Device Manager

- 33 Launch Android Device Manager
- 33 Call and ring your device remotely
- 33 Lock or erase your device



34 Email & Gmail

- 36 Set up the account using the Email app
- 36 Create a signature to use automatically
- 36 Attach photos and media
- 37 Manage multiple email account types
- 37 Customising your emails
- 38 Organise your messages

“Google’s Nexus tablets are truly powerful devices”

- 38 Create an email account with Gmail
- 39 Manage messages with labels

40 Chrome

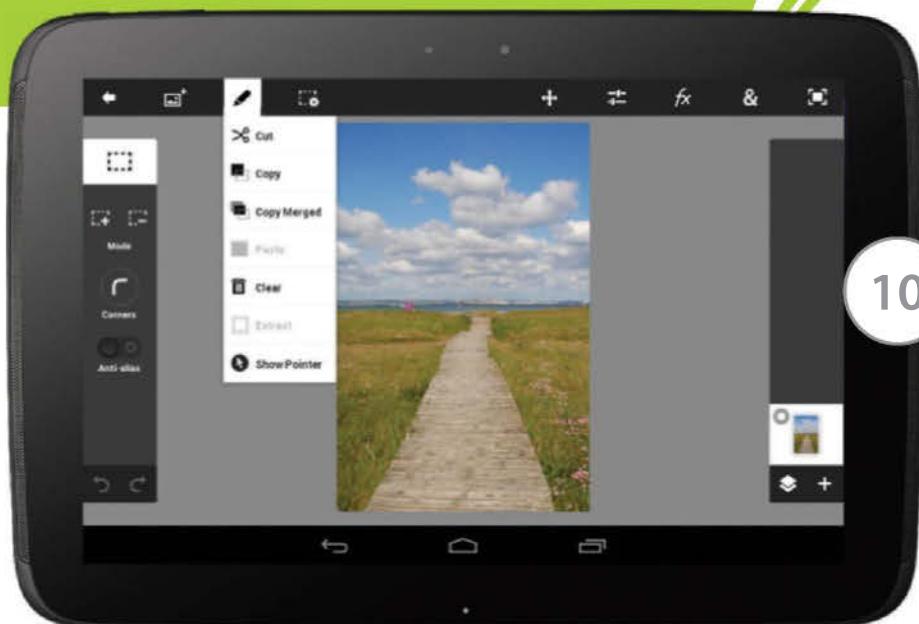
- 42 Browse with Chrome
- 42 Go incognito
- 42 Clear your search history
- 43 Sync Chrome
- 43 Download and share files

44 Google Now

- 45 Start using Google Now
- 45 View important places
- 45 Edit Google Now settings
- 46 Initiate a voice search on Google Now
- 46 Recommendations based on searches
- 46 Use new voice commands
- 47 Send an email with your voice
- 47 Use your voice to open an app

48 Camera

- 50 Download the app
- 50 Shoot photos on your Nexus
- 50 Adjust the exposure
- 51 Your camera options
- 51 Shoot a video on your Nexus
- 52 Your various video options
- 52 Quick view your pictures
- 53 Edit your images on the fly
- 54 Share your images
- 54 How to quick share your images
- 55 Your quick view menu options



56 Google Photos

- 58 Edit, tone and improve your images
- 58 Share on Google+ and social media
- 58 Quickly create an online album
- 59 Make a movie from your photos
- 59 Use images on your Nexus

60 Gallery

- 62 Make your own preset photo filter
- 62 Sort your images by type
- 62 Rotate your photos
- 63 Only edit a select area
- 63 Two ways to save edits

64 Google Hangouts

- 66 Start a group conversation
- 66 Share your status in Hangouts
- 66 Rename your conversation
- 67 Manage contacts and messages
- 67 Stop receiving invites

68 Google Play

- 70 Purchase an app
- 70 Get your money back on an app
- 70 Tell other users what you think
- 71 Manage your apps and what they do
- 71 Update to keep apps in shape

72 Play Movies & TV

- 73 Find a show and choose to buy
- 73 Share the details of a film you like
- 73 Rent a movie or a TV show

74 Play Music

- 75 Search for new music and find offers
- 75 Share songs in Play Music instantly
- 75 Buy songs from Play Music
- 76 Start a trial or new subscription
- 76 Stream music directly to your Nexus
- 76 View smart suggestions
- 77 Stream a personalised radio channel
- 77 Synchronising across devices

Contents



78

Play Books

- 79 Search and buy a book in Play Books
- 79 Add books to your personal wishlist
- 79 Read books how you want



80

Play Games

- 81 Challenge friends to an online game
- 81 Share activity with Google+ contacts
- 81 Find new playmates



82

Google Play Newsstand

- 83 Browse the Store for mags and news
- 83 Share a magazine with your friends
- 83 Take out a new subscription



84

Google Maps

- 86 Search for locations in Google Maps
- 86 Favourite a location in Google Maps
- 86 View map traffic information
- 87 Change the Google Maps view
- 87 Post and share a location
- 88 Find your current location
- 88 Learn about a place in Google Maps
- 89 Navigate directions in Google Maps



90

Google Earth

- 92 Explore the world with Google Earth
- 92 Share any location immediately
- 92 Change the image quality
- 93 Change layers and view location data
- 93 View landmarks in 3D



94

Google Drive

- 96 Create and upload a Drive document
- 96 Buy storage space for Google Drive
- 96 Delete a file from Drive
- 97 Format your Google Drive documents
- 97 Manage files on Google Drive



98

Google Docs

- 99 Format text in documents
- 99 Add a table to an existing document
- 99 Manage your documents



100

Google Sheets

- 101 Format in Google Sheets
- 101 Add complex equations
- 101 Add rows and columns



102

Google Slides

- 103 Start your slides
- 103 Adding subsequent slides
- 103 Implement speaker notes



104

Google Keep

- 105 Create notes
- 105 Sync reminders with Google Now
- 105 Integrate with Google Drive



106

Google Calendar

- 108 Create a calendar event
- 108 Share a calendar with others
- 108 Delete or edit an event
- 109 Find an event location with Maps
- 109 Email a reply to an event



110

Google+

- 112 Set up Google+
- 112 View content streams
- 112 Like a Google+ post
- 113 Manage your circles
- 113 Create a new Google+ post



114

Facebook

- 116 Sign up and log in to Facebook
- 116 Check in no matter where you are
- 116 Use Facebook's widgets
- 117 Edit your profile when changes occur
- 117 Start a new Facebook chat

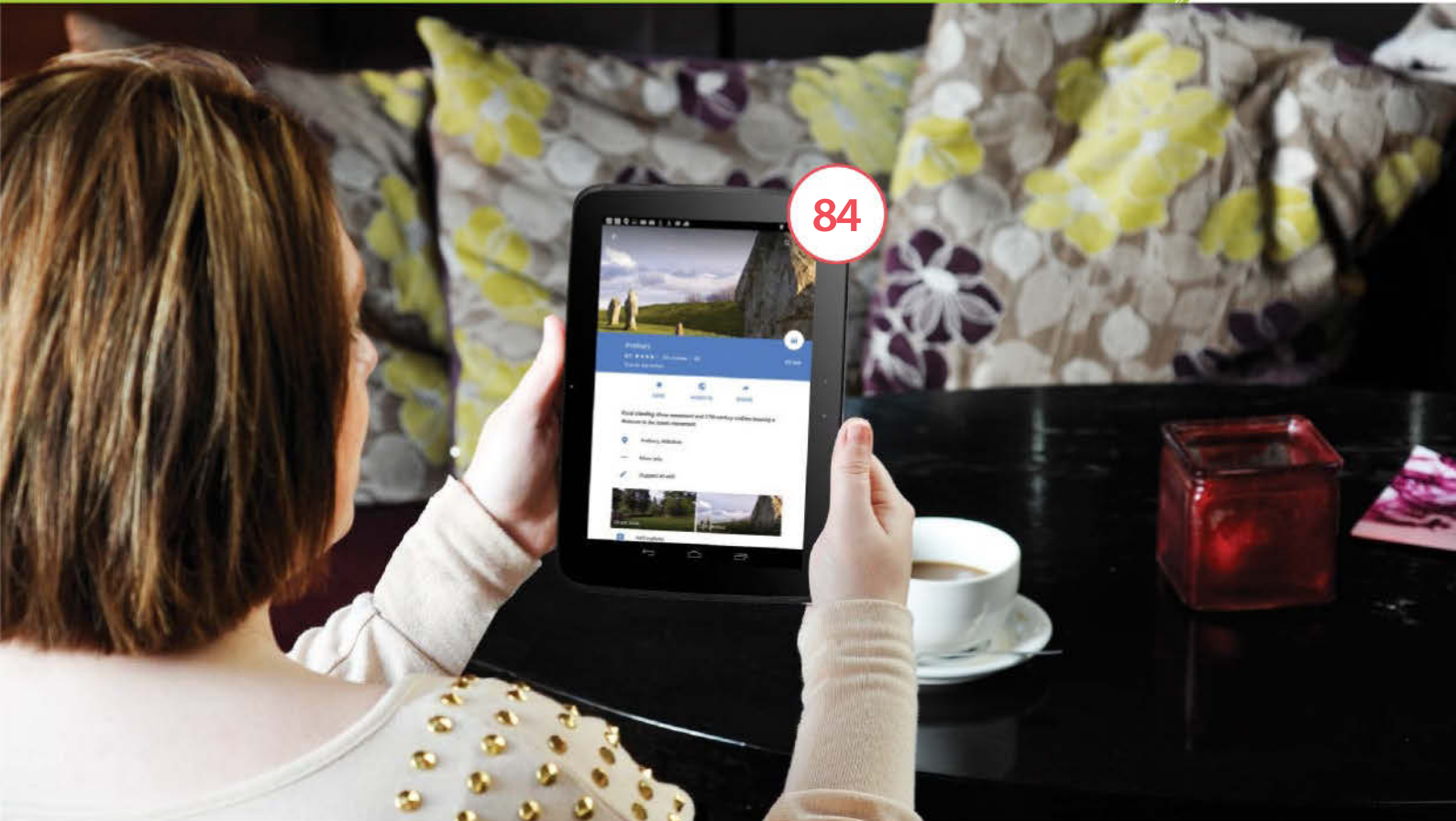


118

Skype

- 120 Create and edit your Skype profile
- 120 Add a friend to your list of contacts
- 120 Set your status and mood
- 121 Make video calls to your contacts
- 121 Call mobile and landlines

“Discover how you can use your Nexus to organise your life, schedule events and keep others in the loop”



122 **YouTube**

- 124** Search for and watch videos
- 124** Subscribe to videos
- 124** Like or dislike a video
- 125** Make and edit playlists
- 125** Share videos with friends

130 **Chromecast**

- 132** Set up and use your Chromecast
- 132** Manage a cloud account on your TV
- 132** Cast a YouTube video
- 133** Stream media files from your Nexus
- 133** View photos on your TV

138 **Google Translate**

- 139** Enter text for translation
- 139** Using your Phrasebook
- 139** Start a conversation

126 **Instagram**

- 128** Edit your photos
- 128** Share your photos in a feed
- 128** Access account settings
- 129** View images and add likes
- 129** Use Instagram's Direct function

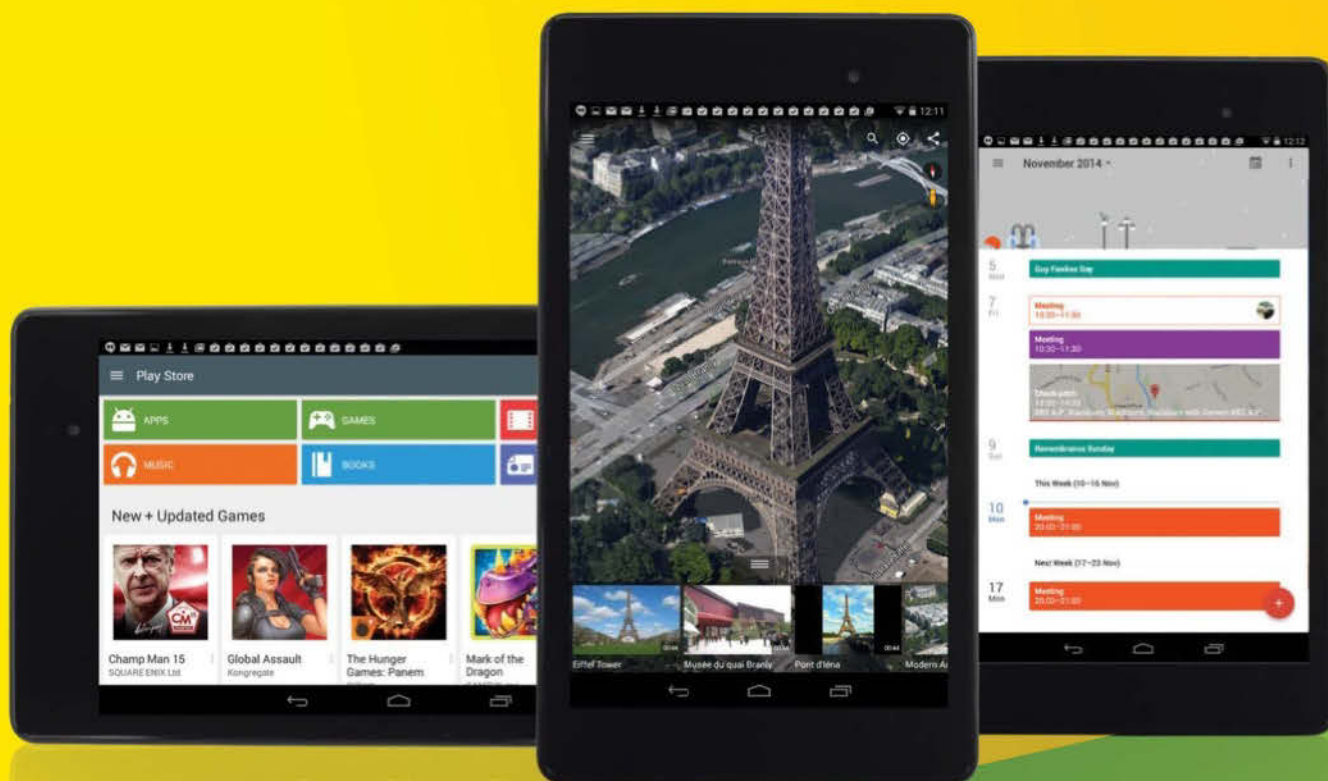
134 **Dropbox**

- 136** Upload, view and share files
- 136** Upload media
- 136** Auto-upload photos
- 137** Play music from Dropbox
- 137** Export files from Dropbox

140 **Google Goggles**

- 142** Scan and translate text
- 142** Copy and paste text into other apps
- 142** Crop area for more accuracy
- 143** Search by taking a picture of something
- 143** Scan a product barcode

Do more with your Nexus



Do more with your Nexus

Fed up with spending time on the same old apps over and over again?
Perhaps it's time to expand your horizons

Google's Nexus tablets are powerful devices with impressive technological specifications, sharp touch screens and a wealth of creative and productive apps which allow you to engage in social media, browse the web, listen to music, watch videos and read books. But it is easy to fall into the trap of doing the same things over and over again, so if you're finding yourself stuck in a rut when it comes to your Nexus, then it is time to branch out and discover what else you can do with it.

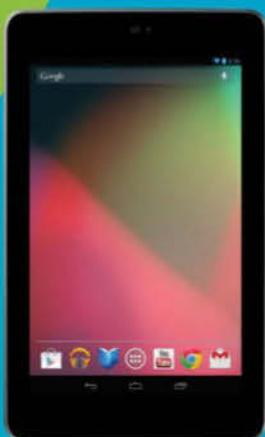
Over the next few pages, we're going to show you how you can get more out of your tablet. We will look at the best ways of enhancing your photos, the perfect apps for working on the go and great examples of how your tablet can make you more intelligent. We will examine ways

to protect your device from prying eyes and delve into apps that help you better manage your money – quite important when Google Play offers so many wonderful goodies to buy.

But more than that, we aim to whet your appetite. The Nexus 7, Nexus 9 and Nexus 10 are all very flexible machines; handheld computers which allow you, with the right apps and a bit of thought, to achieve anything you want. In order to do that, though, it pays to keep a close eye on Google Play and to ensure your devices are up-to-date. So let us start by going to Settings>About Tablet>System Updates and finding out if you need to install the latest version of Android. If you do, follow the on-screen instructions and then come back here. Are you good to go? Brilliant – let's get started.



The Nexus tablet range at a glance



Nexus 7 (2012)

As the first tablet in the Nexus series, 2012's 7 model has a seven-inch 1280x800 pixel display, a 1.2GHz quad-core chip, 1GB of memory and a choice of 8, 16 or 32GB of

storage. Google released an updated version a year later that was thinner, longer and managed to pack in twice as much memory and a full HD 1920x1200 display.



Nexus 9 (2014)

Google's latest tablet offering is designed for comfort, with a thin bezel, brushed metal sides with a soft grip back and subtle curves. The 8.9" screen provides ample room for work and entertainment

and the 64-bit processor runs Android 5.0 Lollipop effortlessly, allowing you to seamlessly multi-task between apps. It can also be magnetically attached to a keyboard.



Nexus 10 (2012)

This full-size tablet is a treat for the eyes, what with its amazing 2560x1600 Super PLS 10.1-inch display, boasting scratch-resistant glass that is capable of showing

16 million colours. It has a dual-core 1.7GHz processor, 2GB of RAM, and two cameras; 5MP to the rear and 1.9MP at the front. Consumers get to pick from either 16 or 32GB of flash memory.

Take better photos on your Nexus

Understand how the Camera app works and enhance your images

If you haven't done so already, then you really need to download the latest version of Google Camera from Google Play.

Although the Nexus 9, Nexus 10 and Nexus 7 2013 model have a built-in camera app, the range of tools available with Google Camera are simply superior; not only letting you take still shots, video, panoramic images and photo spheres but allowing you to take advantage of lens blur too – great for manipulating the camera's depth of field.

The app has been designed to make great use of both the front and rear-facing cameras of the Nexus. Zooming can be performed by pinching in and out on the screen and all of the photos are saved as JPEGs, each appearing within the Gallery app. You can access this by swiping the screen to the left. There, images can be deleted or arranged into folders for better organisation.

There is a wee problem, though, that does arise if you have an original 2012 Nexus

model. The tablet lacks a rear-facing camera which means taking great snaps is virtually impossible. Notice that we say 'virtually', because Google Play is awash with free apps that unlock the Nexus 7 camera function on the earlier machines. Although this is great news and means you will be able to capture images using the front-facing camera, the quality isn't as great as you would hope. Unfortunately you cannot download Google Camera to the 2012 Nexus model.



The Camera app

Camera mode

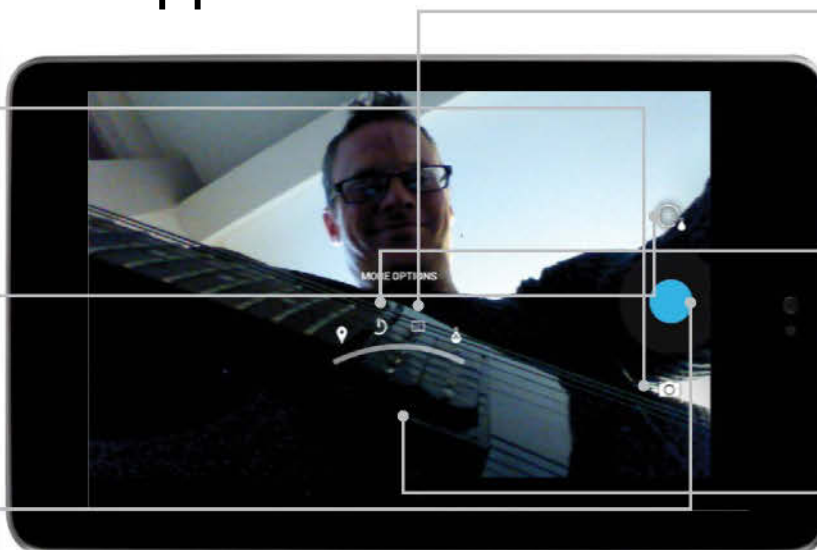
This icon switches modes. Choose from Single Shot, Video, Panorama, Photo Sphere and lens blur

Menu

Tap the menu button to adjust exposure and white balance before you take your shot

The shutter

This button is the shutter, which you need to press when you are ready to capture the image



Picture size

It is possible to change the size of your images from 1.3m and 1m pixels to VGA and QVGA

Countdown timer

The Camera app has a countdown timer. To see the shot you've taken, swipe to the left

Image preview

The main screen shows what your camera lens can see. Compose the shot and then shoot

Capture a great photo

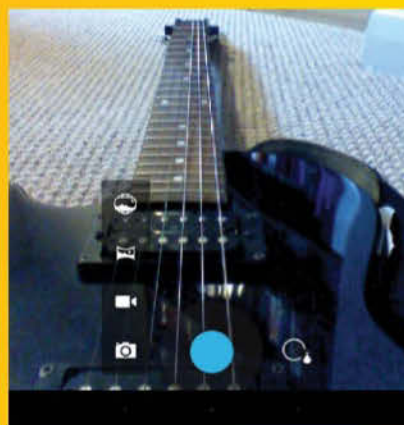
Make sure you get perfect shots every time

Unless you have a Nexus 9 or 10 – the only Nexus tablets with a flash – you will have to put in a little extra effort to take a good shot with your tablet. So as well as ensuring the lighting is good, visit the Settings. You want to be looking for the Panorama Resolution and Lens Blur Quality settings. Change them to Maximum and High and images will look instantly better.

Next, be more attentive when taking a shot. You can alter the exposure and white

balance through the menu and you can pinch your fingers on the screen to zoom in and out. But by making good use of Lens Blur, your images will shine, creating the same effects as you get from a SLR camera, lending depth to images.

Simply keep the subject in the middle of the screen, tap Shutter and move the slider slowly upwards. The greater clarity there is between foreground and background, the better the shot will be.



Lens Blur produces amazing SLR-style results

Edit your images in style

Make photos shine in minutes with these great apps

Snapseed



Price: Free

Snapseed cannot take photos but it can turn lacklustre images into something special. As well as having auto-correction that adds a professional touch by adjusting colour and exposure, you can alter an image's brightness, ambience, contrast and saturation, add shadows and warmth and make use of filters, from drama to black and white to grunge. Photos can be straightened and cropped and you can also add a wide range of frames.

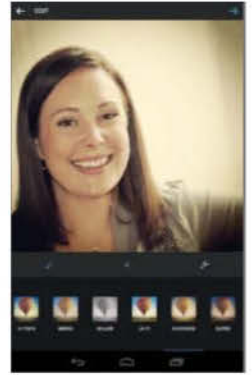


Instagram



Price: Free

Instagram has long been a major hit, letting you import an image or take a photo using your Nexus' camera, crop it into a square and add some great-looking filters. Its beauty lies not only in its simplicity but in its impressive results. Photos can be straightened and the brightness, contrast, warmth and saturation can be adjusted. The images can then be instantly shared online. Instagram can make you look like a professional snapper.



Adobe Photoshop Touch



Price: £6.99/\$9.99

Although this app is relatively pricey, you get a lot with Adobe effectively bringing a professional editing package to the Nexus. As well as sharpening and blurring images and using a range of artistic features, Photoshop Touch offers layers and filters. To help ease you into this fully-featured package, there are many tutorials. You also get free membership to Creative Cloud for 2GB of cloud storage.



Repix



Price: Free

For those who prefer to subtly alter a photo, Repix is the ultimate choice. It gets around the problem of catch-all filters which have a tendency to make an entire image look the same. Instead, it uses a variety of brushes which lets you apply effects to certain parts of an image, showing the results straight away. Not all of the effects are free but there is a good selection built-in and there is a handy placed Undo button in case you make a mess of things.



Improve a photo with Pixlr Express



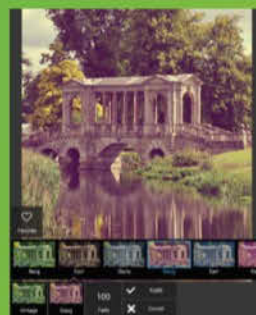
Price: Free

Made by image specialists Autodesk, Pixlr Express comes with hundreds of effects to fine-tune images. It has a selection of tabs that almost walk you through the editing process. You can make adjustments such as adding images, removing red eye, cropping, rotating, blurring and sharpening. You can also add effects, borders, and text. As well as a range of fun stickers, Pixlr Express has an Overlay option. It may not be to everyone's taste but it transforms photos by adding images such as fireworks and smoke. What makes Pixlr Express so special, though, is its ease of use. It takes next to no time to learn and hardly any effort to master, encouraging experimentation and giving you photos to be proud of.



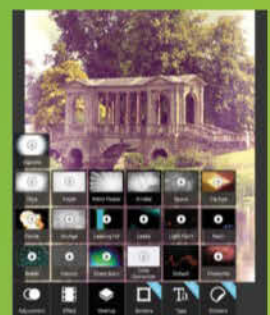
1: Make edits

The Adjustment button has a wealth of options, letting you remove red eye, edit the colours and much more.



2: Special effects

Tap Effects to completely transform your photos with a good range of impressive filters that can be faded to suit your image.



3: Add an overlay

The Overlay places a pattern over the top of your image, helping to personalise a photo and hide any imperfections.

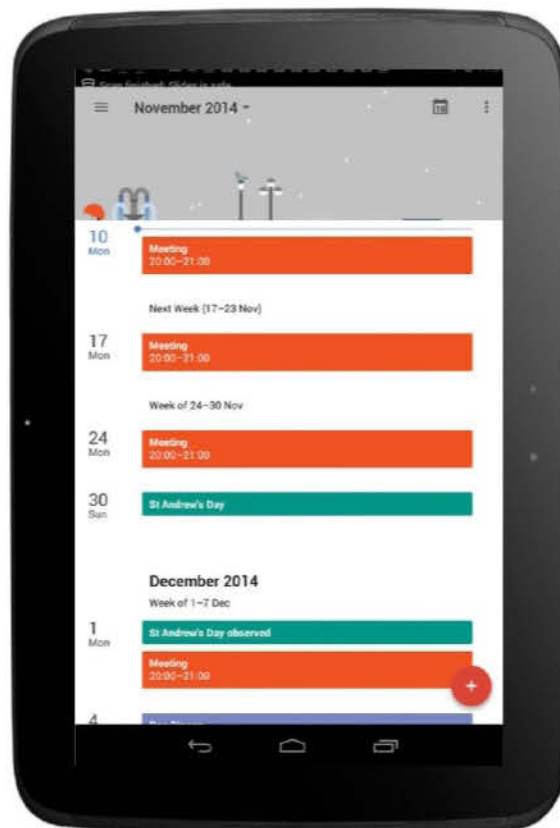
Improve how you work

Your Nexus keeps you productive at all times

As well as being a perfect device for entertainment, your Nexus tablet can also improve your efficiency at work. Every device has two email clients built-in – one for Gmail and the other for non-Google accounts – and you can also make productive use of the Calendar to keep a track of your day or week, ensuring you never miss an important meeting again.

Depending on when you bought your Nexus, you may also see an app called QuickOffice. This came with Android KitKat, giving users access to a word processor, spreadsheet and presentation program. Google has since replaced it with three apps: Google Docs, Google Sheets and Google Slides. When used in combination with Drive, an app that gives you access to cloud-based storage space, you are able to create documents that can then be accessed on any web-enabled computer, tablet or smartphone.

But, of course, you are not limited to built-in apps. By going to Google Play, you could download the cloud-based note-taking app Evernote, the to-do list maker Tasks or the expense tracker Expensify. If you want to read PDFs, download Adobe Reader. You can even use your Nexus' camera to scan and store business cards with the CamCard app. With the ability to print wirelessly to ePrinters and even gain remote access to a PC or Mac via an app like GoToMyPC, your Nexus can become the perfect work horse.



“Use the Calendar to keep a track of your day or week and never miss an important meeting again”

Discover the new Google apps



Google Docs

An intuitive

word processor that lets you create and edit documents, saving your progress automatically as you type. You can insert images, page breaks and tables, alter the font, size and colour of text, and use bold, italics or underline to liven up paragraphs. Docs also has collaboration tools so you can work on reports with colleagues, and it allows for the opening, editing and saving of Microsoft Word documents.



Google Sheets

Sheets is a

spreadsheet package which includes the ability to open, edit and save Microsoft Excel files. You can format cells, enter and sort data, insert formulas and view charts. And with the menu options running along the top combined with fast scrolling and autosuggestions, the app is very speedy. Although you can't insert photos or graphs, you can work on spreadsheets online or offline and collaborate with others.



Google Slides

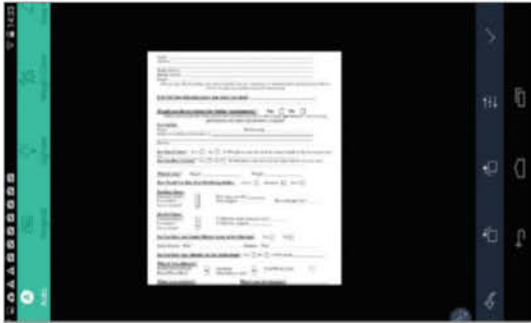
Slides is a

tool to help create presentations that shine. The app allows you to combine images from storage or the camera with text and shapes on multiple slides, each of which come with a suggested layout. It supports Microsoft PowerPoint files, lets you rearrange slides and, if you wish to present straight from your device, you can do this too. With cloud-based storage, collaboration is made easy. The boss will be suitably impressed.



Great apps for the office

Work more effectively with this diverse set of apps



CamScanner

Price: Free

CamScanner lets you turn your tablet into a handy, portable scanner. It uses your Nexus' camera, allowing you to take a photo of a document before enhancing it so that any text on a page is rendered more readable. The app then auto-detects the edge of a page and crops documents to tidy them up. Not only is this great for correcting

any lopsided scans, it means that the results – which can be saved as a PDF or JPEG – look very professional.

Resulting scans are stored in the app and important documents can be passcode-protected for security. Documents can also be printed, posted to social media or sent via email and, if you are willing to pay \$4.99 each month, you can upload documents to cloud-storage services. Subscribing will also remove watermarks from documents.



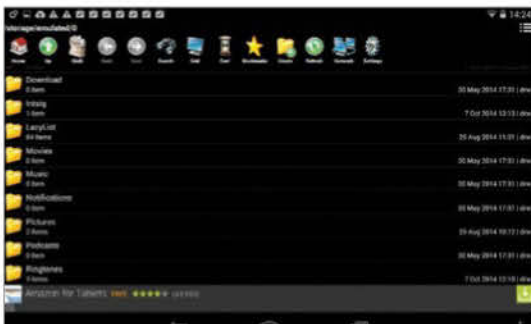
ezPDF Reader

Price: £2.45/\$3.99

Very often you will want to do more with a PDF file than simply view it. That's where ezPDF Reader comes in, an app that is equally at home with ePub files as it is PDFs. Available for a small yet attractive price on Google Play, it enables you to fill out, sign and send PDF forms. It also gives you options to highlight, underline or strikethrough text and

draw many different shapes on top of documents. Pages can be cropped and rotated, you can quickly search through documents and you can open PDFs that are locked with standard protection.

And there's more; the app can read documents to you and you can play audio and multimedia files embedded in pages. Best of all, the developer keeps on adding features with its frequent updates, making it a must for anyone using a Nexus for work.



ES File Explorer File Manager

Price: Free

One of the drawbacks of a tablet as opposed to a computer is the limitation placed on file management. Out of the box, it is not easy to view all of the files on your device and nor is it simple to rename, duplicate and copy them. But by downloading ES File Explorer your

Nexus can be fully unlocked. The app lets you search, share, move and delete files as well as create shortcuts. But it doesn't just limit you to the device: you can manage files on cloud storage space including Dropbox, Google Drive, OneDrive and Box. With support for ZIP and RAR, you can compress and decompress files and you can open photos, music and videos without leaving the app. There are also text viewers and editors and the ability to kill tasks to free up memory.

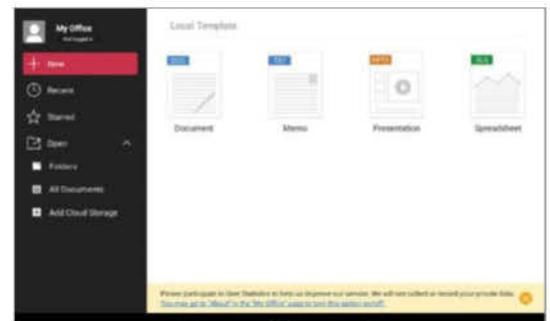


WPS Office

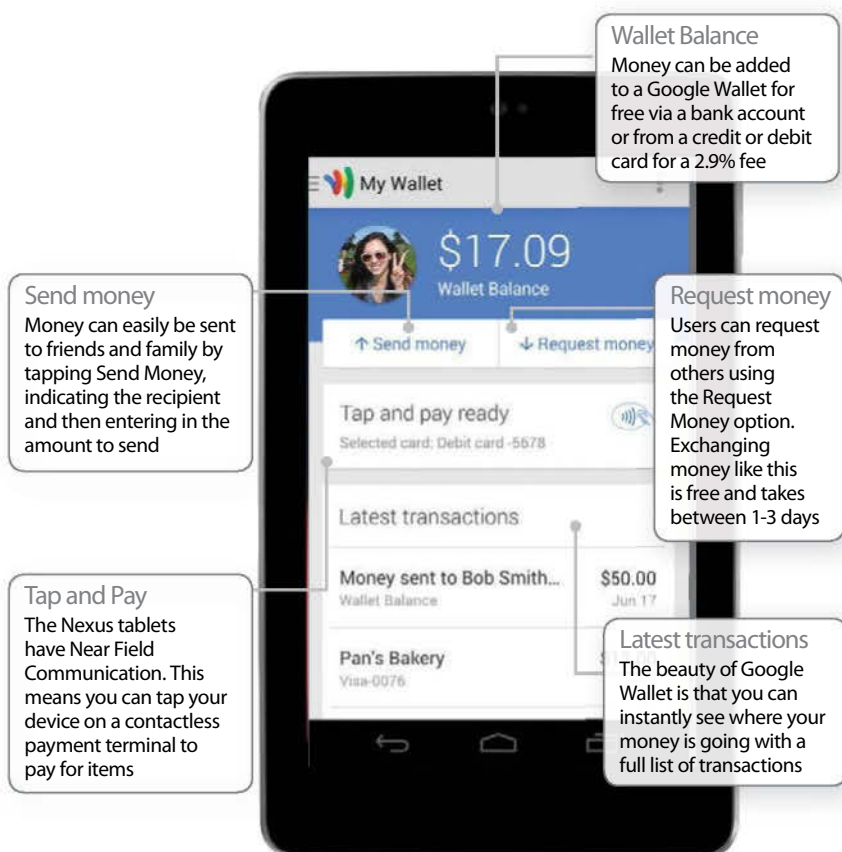
Price: Free

Formerly known as Kingsoft Office, WPS is a brilliant alternative to Google's office suite of Docs, Sheets and Slides. In addition to letting you create documents from scratch, the app gives you the power to work with a host of files from a variety of sources, allowing PDFs to be immediately opened from emails, for instance, or

PowerPoint presentations to be accessed from a non-Google cloud-storage service such as Dropbox. Indeed, WPS Office is so well-integrated that it will work seamlessly with Evernote and supports wireless printing. It is also a strong editor with the word processor, spreadsheet and presentation packages that make up this single app each fully-featured with multiple layers of options. There is no doubt that WPS Office is a professional, business-like offering.



Google Wallet explained



Manage your money

Cast your wallet aside and use your Nexus instead



For a while now, people have forecasted a cashless society, one which processes transactions entirely digitally. Google Wallet

pushes the world one step closer to this, providing a mobile payment system which lets you store your credit, debit, loyalty and gift cards and make payments with a wave of your Nexus tablet. What's more, Google says the system is 100 per cent secure.

The system works in a similar way to PayPal, which many will be familiar with thanks to eBay. You can use Google Wallet to send and request money to and from friends and family but you can also use it to pay for items in physical shops as long as they have a MasterCard PayPass or Visa payWave system installed. Google Wallet is also integrated into many Android apps as well as Google Play, YouTube and Drive, with the number of compatible services ever growing. The only downside to the system is that it is currently only available in America, but that looks set to change in the near future.

Keep your device secure

Enhance security to prevent unauthorised use of your Nexus

Your Nexus tablet is a mini computer which lets you surf the web, send emails, bank and shop. It contains your contacts and social media logins and yet it is portable and so more likely to become lost or stolen. For that reason, it is important to keep your device secure so that, should it fall into the wrong hands, your worry is minimised.

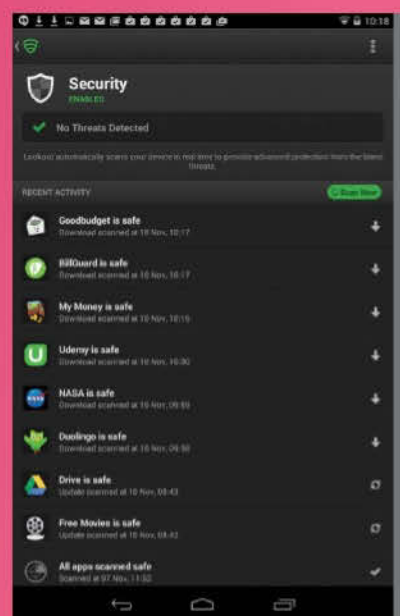
The easiest way to do this is by activating the screen lock. Go to the Settings app, select Security and tap Screen Lock. There are five choices, in order of security – Slide, Face Unlock, Pattern, PIN and Password – with each requiring a user to login before accessing the Nexus tablet.

Slide is the least secure, merely letting you swipe the screen to open. Face Unlock

relies on the Nexus recognising your visage and Pattern lets you draw a shape on the screen. But we would recommend using a PIN or a password, making sure to choose a combination that would be tricky to crack.

It is also worth protecting your Nexus from malware and viruses. Apps such as Norton Security and Antivirus, AntiVirus Security – FREE, and Lookout Security & Antivirus are worth checking out. The latter also includes a feature called Locate & Scream. If you lose your Nexus, use the app to find your tablet and emit a loud noise.

Finally, be careful when downloading apps, even from Google Play. Check the permissions that an app is asking for. If you feel uneasy, don't install it.



Lookout is a good free app for protecting your device

“Use a PIN or a password, choosing a combination that would be tricky to crack”



The best apps for your finances

My Money

Price: Free



My Money is an intuitive app letting you keep an eye on your monetary incomings and outgoings. Each transaction can be given a name, description and value and you can also add photographs of the product itself or the receipt. Although it is very much aimed at a casual user, its ability to set pending transactions and see a statistical overview of your finances makes it a very useful tool.



BillGuard – Personal Finance

Price: Free



With many of us having more than one account, it is easy to lose track of spending. By adding your bank and credit card details to BillGuard, you can collate your financial data. As well as checking new charges, the app flags up suspicious entries. If you don't recognise a merchant, you can call up info on it, hopefully putting your mind at rest.



Goodbudget: Expense & Budget

Price: Free

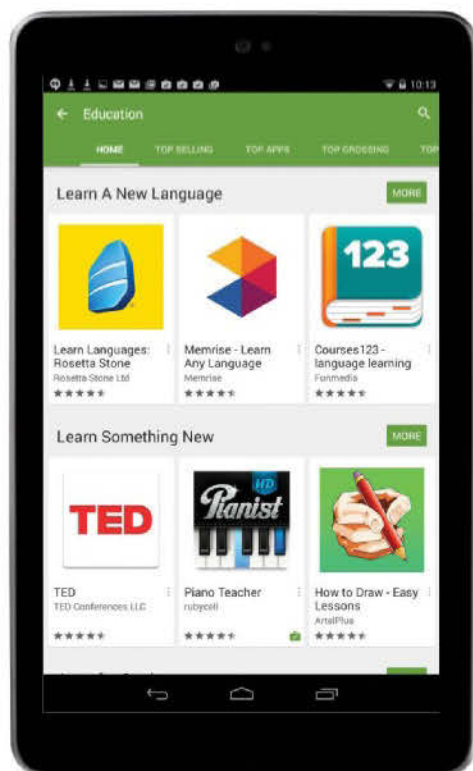


If you want a good budget planner, you can't go wrong with this app. Set up monthly, annual and irregular outgoings, set a manageable fee and work out whether your income will be able to cover it. It also lets you import your bank statement in QFX or OFX formats. A premium option gives unlimited accounts and syncing for \$5 per month.



Learn with your Nexus tablet

Discover why your Nexus tablet is the perfect virtual college



They say you never stop learning and that is certainly the case when you own a Nexus device.

The generous-sized screens are perfect for all manner of educational software, enabling you to expand your horizons and open new doors, whether it be through learning a language, understanding more about the world and the wider universe, or giving your brain a thorough workout on a regular basis.

Your first destination on the road to enlightenment should definitely be Google Play. From here you will find fantastic apps such as TED, which delivers a series of incredible, creative lectures by some of the world's most amazing people. You will also find plenty of apps which help you to learn a musical instrument and others like How to Draw –

Easy Lessons, which does exactly what the title suggests.

If you fancy taking a course in more than 20 subject areas from maths to medicine, you could do far worse than trying Coursera and, if you are a student at school, college or university and already studying in real life, then why not download Timetable? This useful app helps you to organise your day, reminding you of which lessons or lectures you need to be attending.

Whether you are looking for academic knowledge or hoping to unleash your creativity by learning a new skill, your device will be with you all the way. Best of all, so many educational apps for the Nexus are free and most mix learning with fun. Now where did we save that Crossword Puzzle app?

“Many educational apps for the Nexus are free and most mix learning with fun”

Translate with Google

Use this incredible app to make language barriers a thing of the past

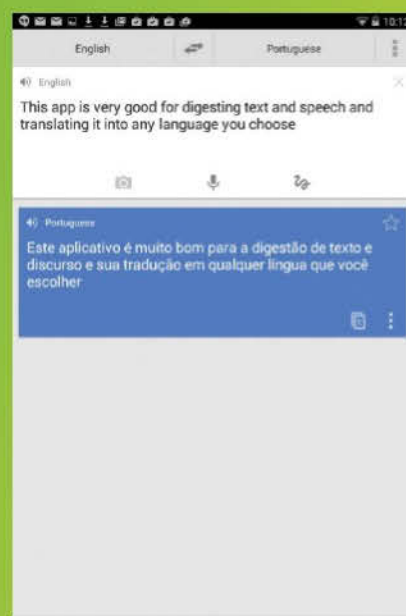


Voulez-vous parler une autre langue? Of course you would. And with Google Translate, that is exactly what you can do (speak another language, that is). Within seconds of downloading the app, you will be able to use the microphone of your Nexus to speak phrases in your own language. The words will then be translated into one of 80 other tongues, with the app not only showing you the written form but giving a verbal translation as well.

Google Translate is perfect for translating foreign text on websites and in emails but it also lets you directly type words to be translated. You can even, rather cleverly, take a photo of foreign words and have them converted into another language. The photo

function is great when you're out and about (Google Translate can operate without an internet connection) and has helped many people out of sticky situations in restaurants (this feature isn't available for the original Nexus 7, due to its lack of a rear camera).

Translated text can be marked as a favourite by simply tapping the star next to your most important phrases. These sentences will then be saved in Google Translate's Phrasebook which can be accessed by tapping the menu option in the top right-hand corner of the screen. If you happen to have more than one Android device, you can also sync your Phrasebook across them, giving you an instant, easily accessible language database to suit your personal needs.



Speak in one language, hear in another

The best educational apps



Duolingo: Learn Languages Free
Price: Free

Gamifying learning

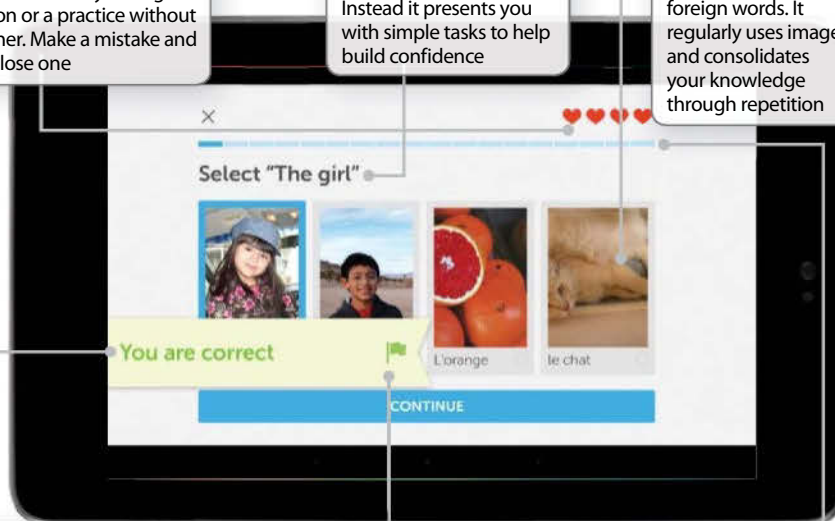
Duolingo gives you a series of hearts when you begin a lesson or a practice without a timer. Make a mistake and you lose one

Clear objectives

Duolingo does not throw you in at the deep end. Instead it presents you with simple tasks to help build confidence

Steady learning

The app attempts to familiarise you with foreign words. It regularly uses images and consolidates your knowledge through repetition



You win

Correct answers are rewarded with the words "You are correct" and a pleasant, accompanying and encouraging ping

Reporting problems

Duolingo replies on user feedback to perfect the learning process. If you spot a mistake, tap the flag and explain the issue

Marking progress

A bar which runs across the top of the screen indicates your progress so you know how many steps are left in each lesson

NASA App



Price: Free

Space has long enthralled people and with the NASA App you are able to explore galaxies like never before. This amazing free offering has more than 13,000 images, each placed within dozens of categories ranging from spacewalk preparation to comets. Accompanying them are informative and engaging videos as well as information on the many missions NASA is engaging in. With absorbing features about the solar system and up-to-date news, the NASA App will satiate anyone.

Piano Teacher



Price: Free

Piano lessons can be expensive so what better way to learn than with a free app? Although Piano Teacher offers in-app purchases, it does have 128 instruments and more than 50,000 songs on offer. It treats the process like a game, building up your skills so that, eventually, you should be able to play a real instrument. The app is one of a number of musical Nexus offerings, taking advantage of the device's touchscreen to provide a hands-on approach to learning that really cannot be beat.

Udemy: Courses and tutorials

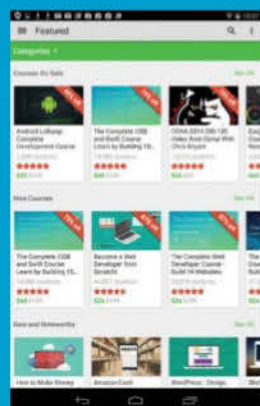


Price: Free

Udemy offers users thousands of courses on a host of subjects.

Some are academic-minded, while others are more frivolous, assisting with subjects as diverse as Minecraft or the best way to write a screenplay. All are flexible and allow you to study around your own schedule.

The app is free but not all of the courses are. To choose an instructor and help you avoid wasting money, each course indicates the number of students who have enrolled together with a rating out of five. Each course is also described, with the best setting out clear objectives and what you should expect to know by the end of it.



1: Choose a course

Look through the Udemy menu and find a suitable course. Make sure to check the price and what the course entails.



2: Start the course

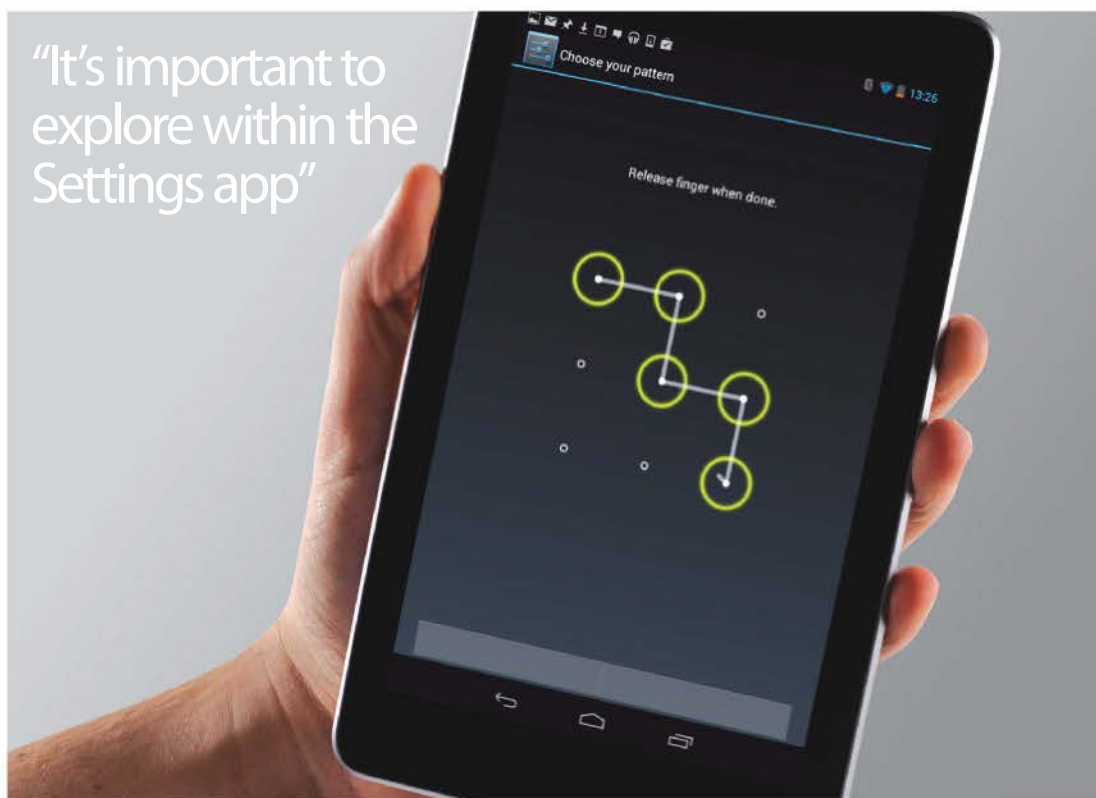
The course will be broken down into manageable chunks. Simply work through each section in your own time.



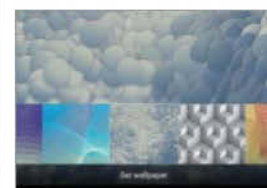
Settings

If you'd like to have a custom background or manage your Wi-Fi connections, in the Settings app you can modify, customise and change almost every single aspect of your device

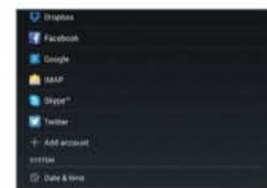
"It's important to explore within the Settings app"



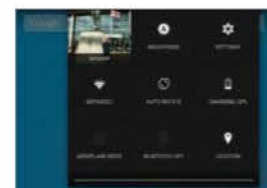
What it can do:



- **Fully customise**
Decide your device's style



- **Manage accounts**
Log into apps and accounts



- **Quick settings**
Access your settings fast

Set up your Nexus device

Find a host of amazing tools for your device, all within its Settings app

The Settings app

The Settings app is a perfect starting point when getting to know your Nexus. It may seem strange to consider your device's settings as an app, but that's exactly what it is. In fact, within the Android Settings app are a series of important tools which are unavailable anywhere else on your device. So it's important to explore within the Settings app to see what is available.

Most of the big features to be found here are connectivity ones, which include the ability

to set up a Wi-Fi hotspot so you can connect a device such as a laptop to your Nexus, and use the tablet's available data plan to give internet access to the third-party device. The Settings app also has a host of NFC and file transfer tools (Fig 1) which, once enabled, don't require much more attention.

Since most apps have their own NFC tools included, NFC does not have its own standalone app. Simply switch NFC on, then find another device to interact with. Of course, beyond the advanced connectivity tools,

the Settings app is here to provide you with everything you need to set up your Nexus exactly how you want it to be, giving you ultimate control.

Device settings tabs

The Settings app can be accessed through the apps drawer of your Nexus, or via a Home screen icon if you choose to place one there. Settings on your Nexus are broken down into five sections, each with their own collection of subcategories. First you have the Wireless

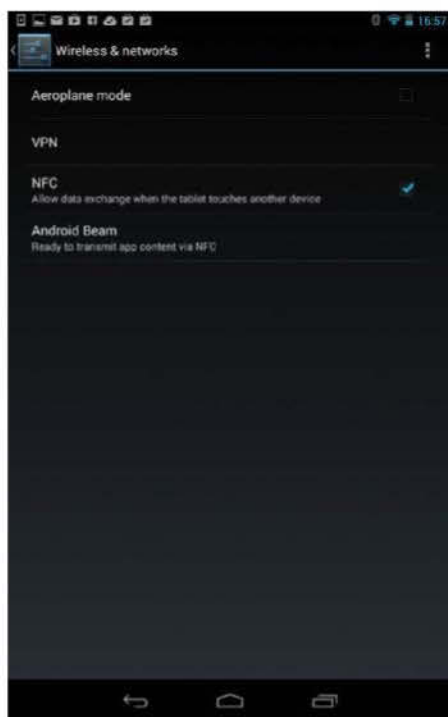


Fig 1: The Settings app includes a host of different file-sharing tools such as Android Beam, NFC, DLNA, Wi-Fi Direct and Bluetooth

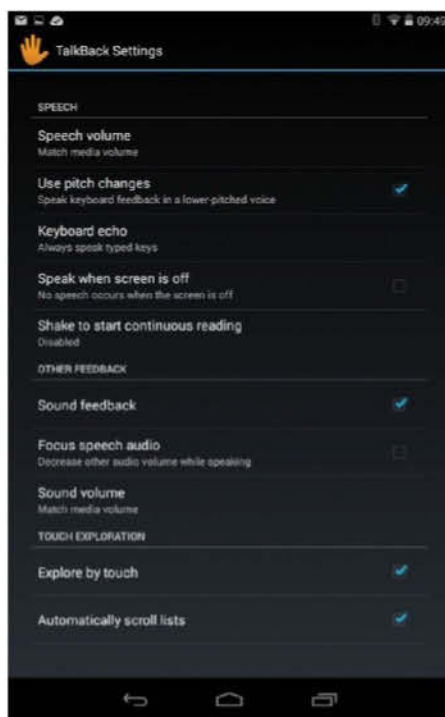


Fig 2: The TalkBack tool is one of many accessibility options that makes navigating on an Android device possible for any user



Fig 3: Tap on any type of storage to view more details on it and uninstall items that are currently taking up space on your device

& Networks section, which covers Wi-Fi, Bluetooth, NFC and any other connectivity settings. Secondly you have Device, which is where you'll find all of the customisable tools to manage how your device looks, sounds and behaves. The Personal section houses your Location and Security options, as well as the option to Backup & Reset your device.

Next up is your Accounts tab. In this section you will manage all of your syncable accounts like Google, Facebook, WhatsApp and any other app accounts available. Here you'll also be able to set up cloud storage options with various services such as Dropbox and Google. Finally, under the System section you'll find a series of tools to manage your device. This section includes Accessibility options that offer the TalkBack tool (Fig 2), which speaks your actions as you perform them on your device.

Settings made for you

Your Settings app isn't just for managing your Nexus 7, 9 or 10: it's also a great way to monitor its activity. Through the Device options you'll be able to keep an eye on battery usage, finding out which apps and tools use the most amount of power to run, as well as manage storage usage, breaking down stored files

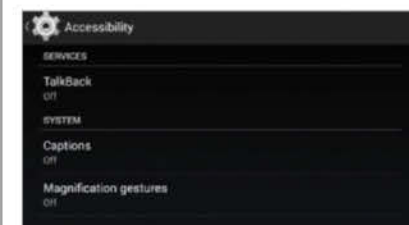
into different categories which you can then manage individually (Fig 3). Another great tool available on many devices is the quick settings buttons. These can be found by swiping down from the top-right of the screen. Quick settings work as a fast way to turn settings on and off on your Nexus. For example, say you've just hopped into onto a plane and want to enable Aeroplane mode. You can simply access your Quick Settings panel and tap to activate it. This is especially useful when you want to activate a tool which when left on all the time would be a drain on your battery.

Each available quick setting is linked to a more advanced settings window, which can be managed separately. All of the available settings have been built in such a way so as to be able to cater to you and the way in which you want to use your device. If you wish to find out more about your device and check for system updates (the latest version of the Android operating system) then you can do so by tapping on the About Tablet option under the System section. To check for updates, tap on the System Updates option and you will be notified if a new update is available to download and install or whether your system is completely up to date.

Accessibility options

One device caters for all

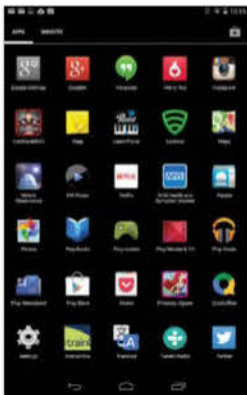
The Accessibility settings on your device let you turn on TalkBack, so that all items and selections are spoken to you, and captions and magnification gestures to help you read text better. There are plenty of other options on hand to help bump up the general text size, speak passwords and more, too. You can also set a shortcut to turn on the Accessibility options, which is ideal if your Nexus is shared and someone with special needs wants to use it.



Using the Android Settings app

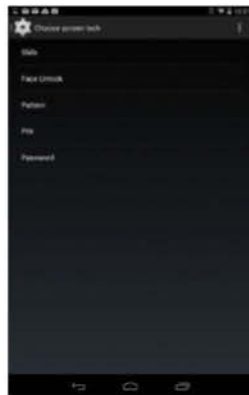
Using the Android Settings app you'll learn how to modify every part of your device

Personalise your device in Settings



1: Settings app

From your home screen open the Apps window. Tap on the Settings app.



2: Lock screen

Tap Security, then Screen Lock. Here you can set your locking method.



3: Set up display

Tap on Display to adjust fonts, brightness and wallpapers.



4: Wallpaper

There are a range of wallpapers, live and static, installed on your device.



5: Sound tools

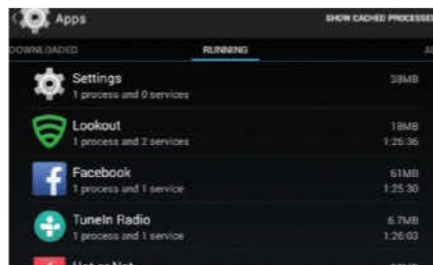
From the Sound settings, adjust all notification tones on your device.

Make your device energy-efficient



1: Check battery

Start off by going to the Battery settings to monitor how much power you have.



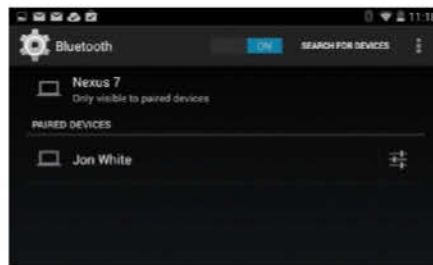
2: Close apps

Now go to the Apps settings, tap the Running tab and close any apps you don't need active.



3: Auto Brightness

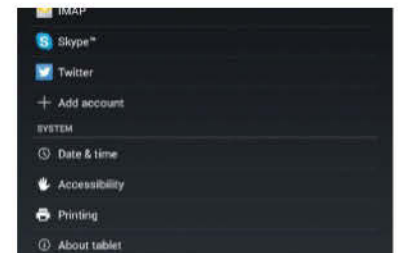
Drag from the top of the screen to open the Quick Settings. Switch on Auto Brightness.



4: Turn off Bluetooth

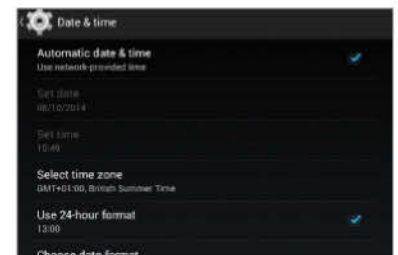
Unless you use it, there is no point leaving Bluetooth on. Turn it off in Quick Settings.

Change the date and time



1: System settings

Scroll down to System settings and tap on the Date & Time option.



2: Automatic or manual

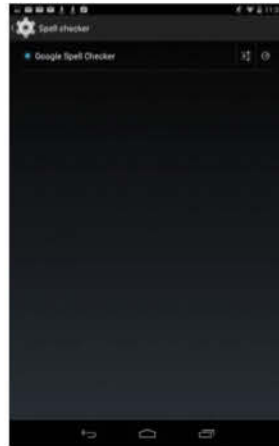
You can opt to have the date and time set automatically or change it manually.

Language and input settings



1: Choose language

The first option is where you can determine the language that your device uses. Tap on the option for an extensive list of languages to choose.



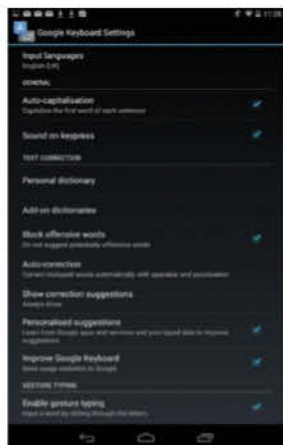
2: Spell checker

Turn the spell check on to flag up misspelt words in emails and suchlike. Tap the settings icon to choose a specific checker.



3: Personal words

Tap on the Personal Dictionary option and tap the Add option to add your own words and slang that may not be in the dictionary.



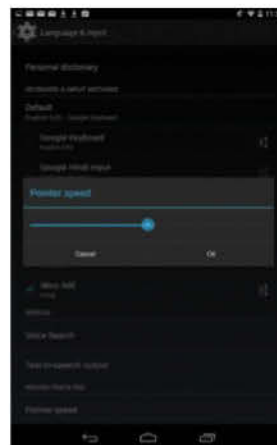
4: Keyboard options

Under Keyboard & Input Methods, select options and then tap on the settings icon to tweak an extensive array of options and features.



5: Speech settings

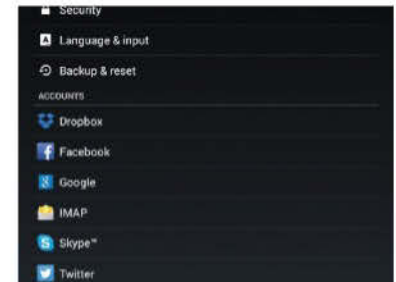
Under the Speech settings you will be able to enable Voice Search and Text-to-Speech settings, including the speech rate.



6: Pointer speed

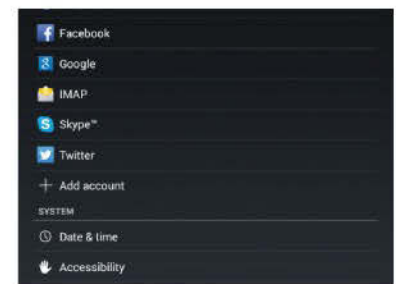
The final option lets you adjust the pointer speed, which relates to how responsive the pointer is to your gestures.

Add a new account



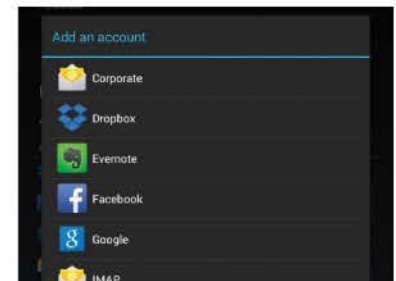
1: Account settings

All of your existing accounts are listed under the Accounts section.



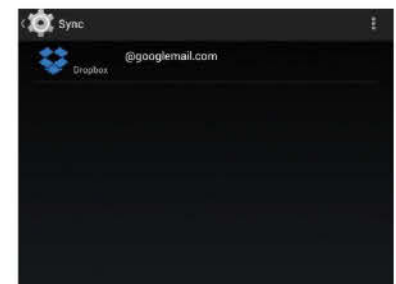
2: Add new

Tap on the 'Add Account' option to add another one to the list.



3: Choose type

You will be able to select the type of account you wish to add from a list.

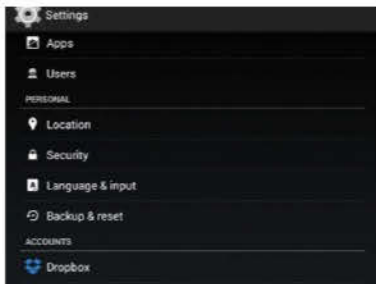


4: Enter details

You will now need to enter the username and password for the service.

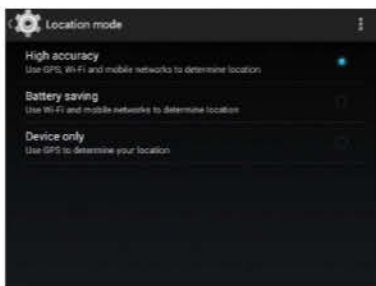
“Tap Personal Dictionary to add your own words and slang that may not be in the default dictionary”

Control app permissions



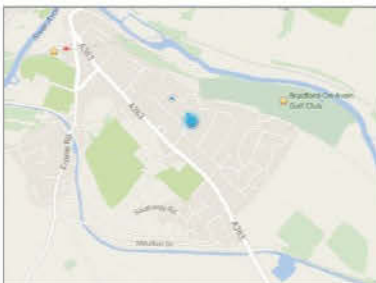
1: Device permissions

While in your Settings app, tap on the Location option under Personal.



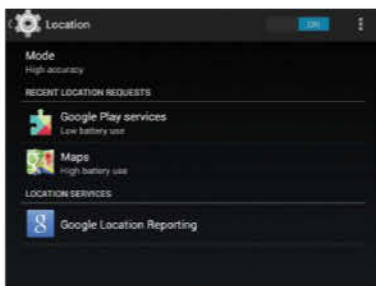
2: Location services

Tap Mode and then set your device to High accuracy.



3: GPS usage within apps

With Location Services turned on, apps can use your position when running.



4: Recent requests

You can see which apps have recently requested to use your location.

Manage Bluetooth, Wi-Fi and NFC tools



1: Connections

Device connections come in two categories: Network connections (Wi-Fi, data usage) and Connect and Share (NFC, file transfers).



2: Wi-Fi settings

Tap Wi-Fi. Tap on an available Wi-Fi connection and input a password if necessary to connect to it. Tap Scan to search for new connections.



3: Use Bluetooth

In the Bluetooth menu, turn it on. Available devices will be displayed. Check the box next to your device to make it visible for pairing.



4: Check your data

In Data Usage, check the 'Set mobile data limit' box. You can then use the red bar on the chart to set up your limit to cut off data use.



5: More networks

In Network Connections, tap More. You can turn on Flight mode to disable call and messaging functions, as well as data usage.

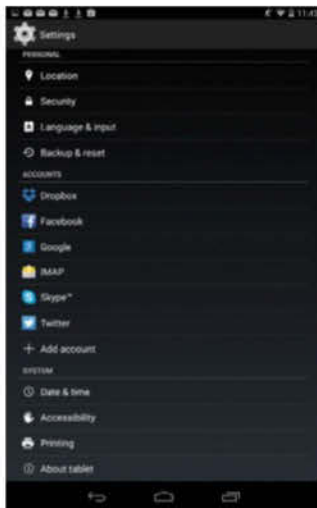


6: Activate NFC

Under More, switch on NFC and Android Beam. These services can transfer files quickly and easily between two devices.

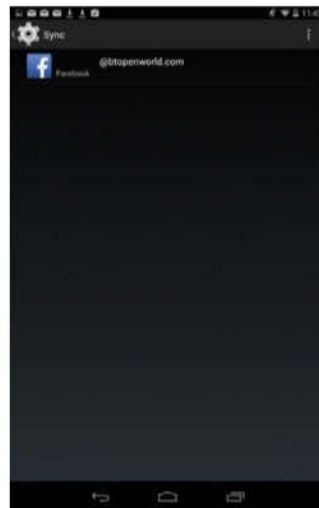
“NFC and Android Beam let you transfer files quickly and easily between two different devices”

Manage your email and app accounts



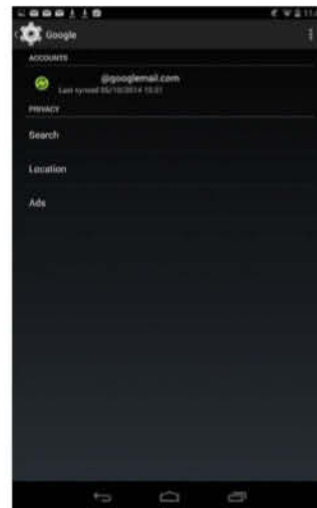
1: My Accounts

My Accounts has its own heading within the Settings app. In the list below you can view all the different accounts that are currently running and synced with your device.



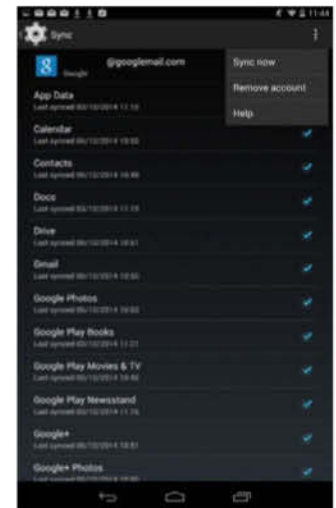
2: App accounts

Some apps (such as Facebook or Twitter) have their own associated accounts, which will be added to your account list when you log in. Tap on an app's name to view an account's details.



3: Sync settings

Tap on your Google account from the list. Tap on the specific email address linked to the account in question. In the menu that opens you can manage your sync options for the account.



4: Remove account

Within your sync options you can tap on Remove account to delete the account and all of its stored information (such as your contacts, messages and documents) from your device.



Networks

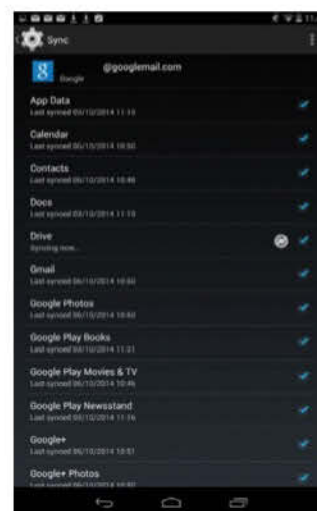
The Wireless & Networks settings let you turn on various connections

Device

All cosmetic aspects of your device can be tweaked under the Device settings

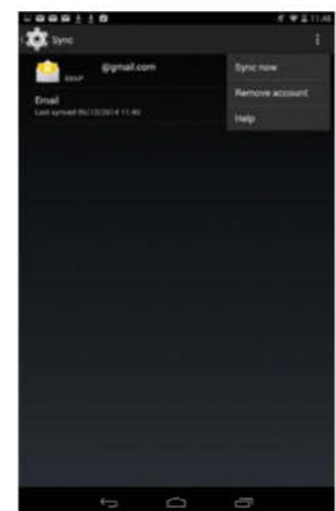
Location

Here you can manage location services and monitor which apps request permissions



5: Back up account

With accounts like Google, you can back up your stored data (contacts, messages, settings, documents) to the server by ticking the various options. Select one and it will sync.



6: Sync now

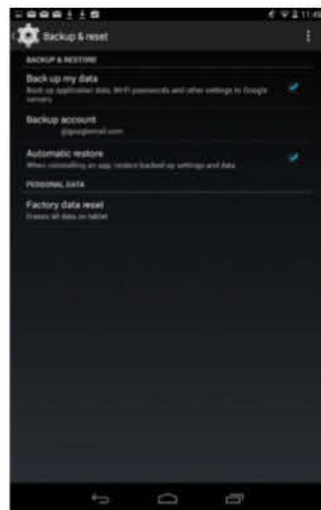
Tap the menu icon and then choose the Sync Now option to instantly back up all of the items that you have ticked for that account to the server.

Back up and reset your Nexus device



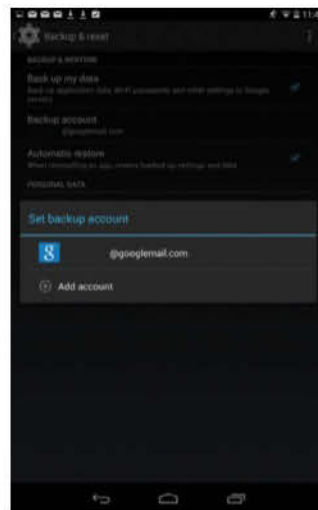
1: Backup options

In the Settings app, under the Personal section, scroll down to the Backup & Reset options. Tap to gain access to the various different backup options available for your device.



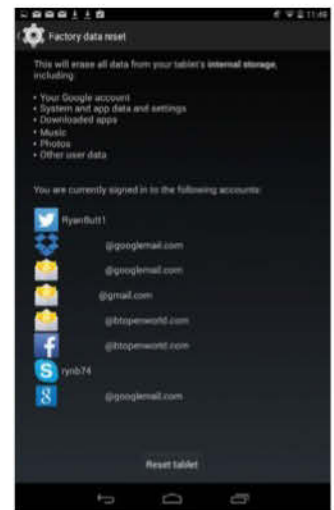
2: Back up data

Check the box next to 'Back up my data', to ensure that all of your data, including contact information and messages, will be constantly backed up to a backup account in case of emergency.



3: Backup account

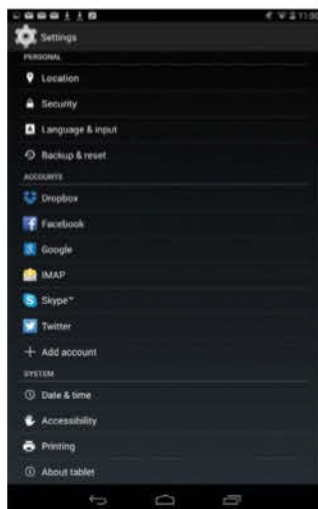
Tap Backup Account and use a Google account to backup your data. Check the Automatic option restore to automatically import data to apps once a device has been reset.



4: Factory reset

Under the Personal data subheading, tap on the 'Factory data reset' option. Tap 'Reset device' to erase all of your user data, performing a complete factory reset of your device.

Enable a device's developer options



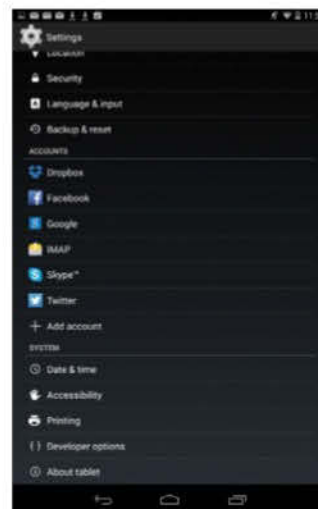
1: Build number

In Settings, scroll down and tap on the About Tablet option. Locate your device's build number, found beneath the 'Kernel version' information.



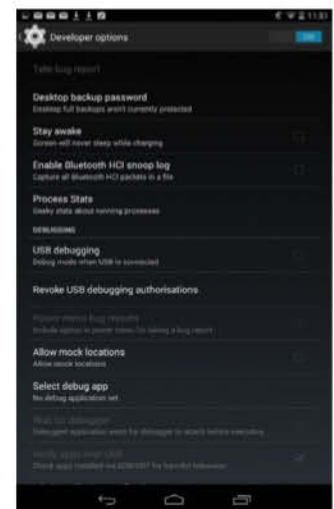
2: Tap to enable

Tap the build number seven times. Ignore the fact that it is greyed out. You'll then receive a notification that Developer options are now enabled.



3: New options

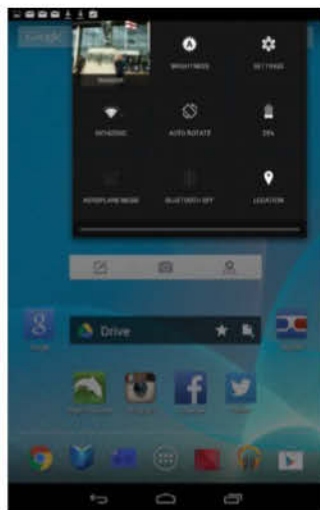
Go back to the System subheading in your Settings app, then tap on the newly available Developer options, to access new settings that have now appeared.



4: USB debugging

USB Debugging is a popular tool within Developer options, as it allows USB-connected devices such as computers better access and control of your device.

Using the quick settings



1: Quick settings

On any screen on your device, whether in a menu or an app, you can press and drag downwards from the top-right corner of the screen to reveal the quick settings panel, which is a grid packed full of useful options.



2: Brightness

The Brightness option lets you quickly adjust the current level of screen brightness on your device or set it to Auto brightness, which cleverly adapts to the current conditions wherever you are, helping to save on power.

Quick access

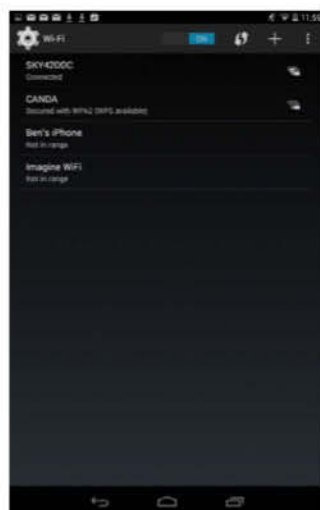
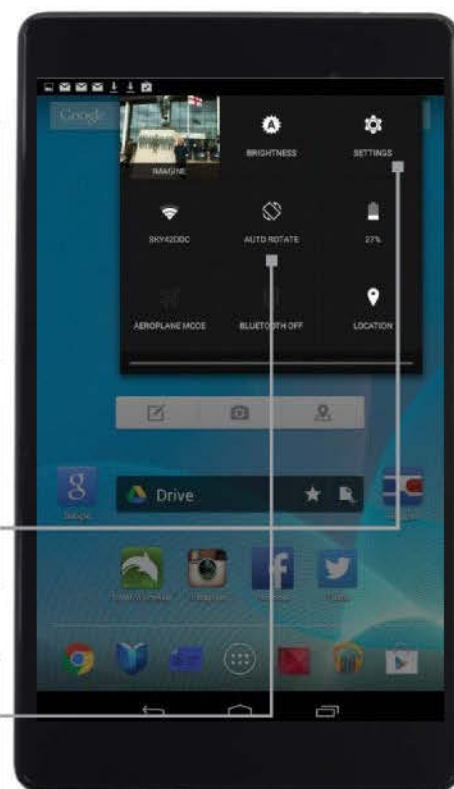
Swipe down from the top-right side of the screen to access your device's quick settings panel

Settings

Tap the Settings option to quickly access the main Settings app

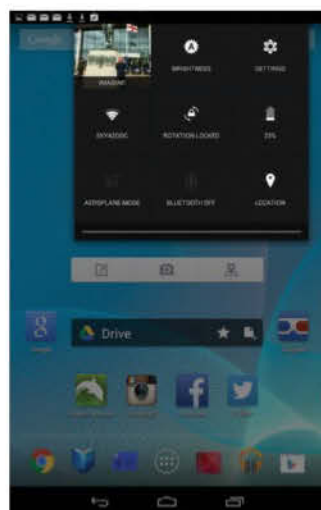
Lock rotation

You can fix your device in one orientation by tapping here



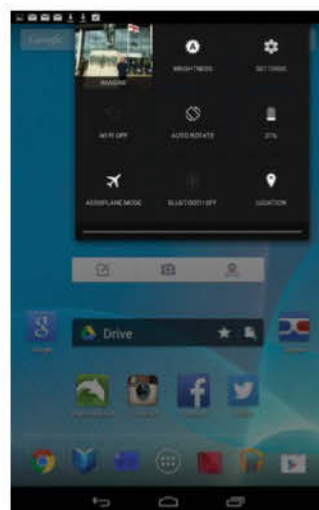
3: Wi-Fi

Your current Wi-Fi network will be displayed in the quick settings panel. Tap this to disconnect and change to a different network or to scan for new Wi-Fi networks to join.



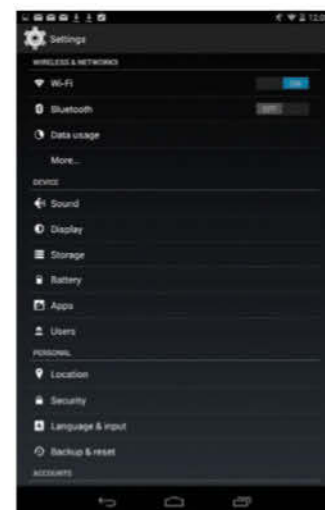
4: Auto rotate

By tapping on the Auto Rotate option you will be able to lock your device in the current orientation, which can be landscape or portrait. Useful for when you're reading in bed.



5: Aeroplane mode

If you wish to turn off all wireless connections and notifications for your Nexus in order to save battery then you can activate Aeroplane mode from the quick settings panel at any time.

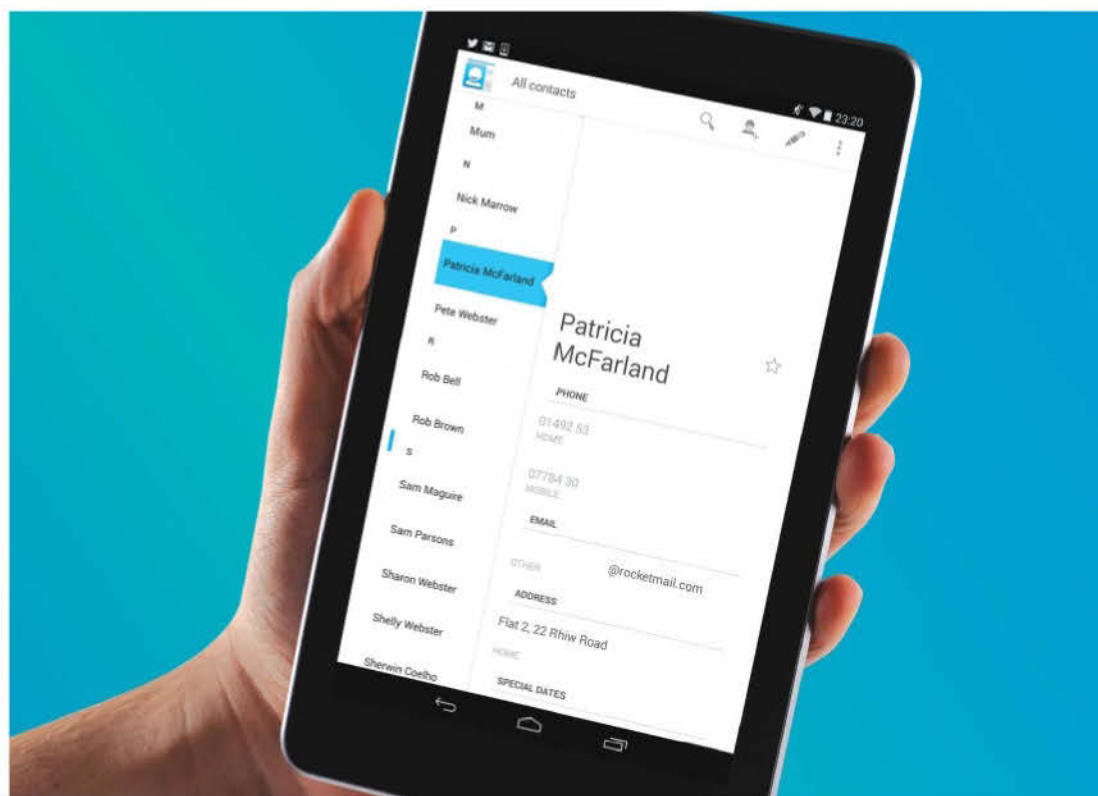


6: Access settings

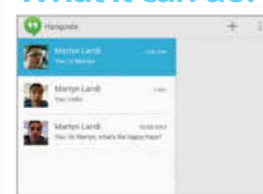
Above all else, the quick settings panel lets you access your main list of Settings options quickly and easily at any point, no matter which screen or app you are currently using.

People

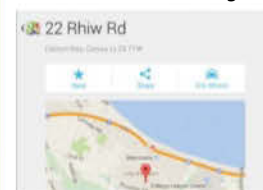
Make the most of your address book by sending emails and instant messages, getting directions to addresses, and remembering contacts' important anniversaries



What it can do:



- **Send messages**
Send emails and messages



- **View addresses**
Get directions for a contact



- **Remember anniversaries**
Never forget dates

Manage your address book

Learn how to communicate with friends faster using People

On the face of it, People might seem like an odd app to have on your Nexus. After all, an address book is something you associate with a phone not a tablet, right? Wrong. In an online world where you communicate across different platforms, People is a great way to manage all of your contacts in one place.

Adding a new contact in People is easy; just tap the smiley face and plus sign icon to create a new entry. From here, you can complete all of the relevant fields, storing details such as phone numbers, postal addresses, as well

as instant messaging and internet call user names. If your Nexus is not your only Android device, you may find when setting up People that you already have contacts stored in the app, which have been synced via your Google account. However, these are likely to be stubs, so read through and check for missing information. Tap the pencil icon to edit.

To search for contacts in People, scroll the list by swiping your finger through the index on the side of the screen to quickly scroll the list up and down. Press and hold to scroll

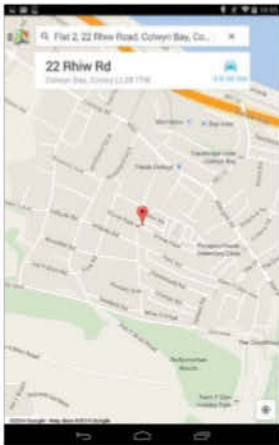
faster, large letters will appear to help you navigate. You can also use the search bar to quickly hunt down a specific name.

Touch a contact name and you see data on the right side of the screen. The list of activities you can do with the contact depends on the information that's shown and on the apps installed on your tablet, but as a stock Android app, People integrates well with the default features on your phone. This makes it easy to send an email in Gmail, look up an address in Maps, or add a birthday to a calendar.

Access your contacts

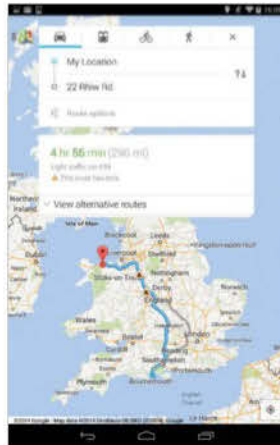
Use People to reach contacts via Gmail, Hangouts and Maps

Get directions to a contact's address



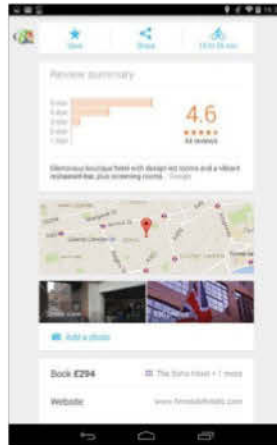
1: View destination on Google Maps

Tap a contact's address in People to view it in Maps. Then tap it again to see Street View photos.



2: Get travel directions

Tap the car symbol to navigate to your contact's address by road, rail, bicycle or on foot.



3: View business details and reviews

If you're viewing a business address, you can also see reviews, links to the website, and opening hours.

Never forget an important date



1: Edit contact

It doesn't matter if you're creating a new contact or editing an existing one, get started by selecting the Special Dates field.



2: Enter date

In the window that appears, you need to use the scroll bar to select the date, month, and also the year of your contact's special occasion.



3: Choose event

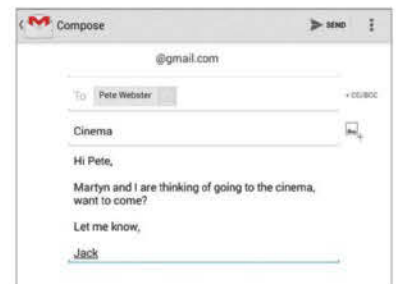
Now you need to clarify whether this date is a Birthday, Anniversary, or Other. You can also customise the exact event title.

Send an email or instant message



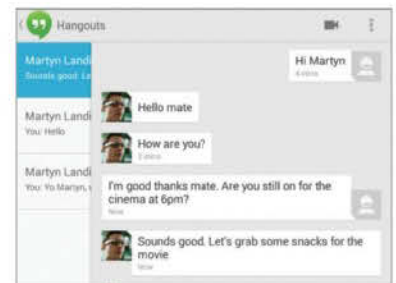
1: Add an email address

Create or edit an existing contact and add an email address.



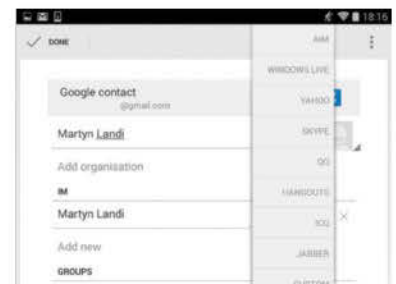
2: Send an email

Sending your contact an email is a case of tapping on their address in People.



3: Send an instant message

You can also add an instant messenger address to your contact.



4: Make Skype calls

If you choose Skype, you can also make free VoIP calls directly from People.

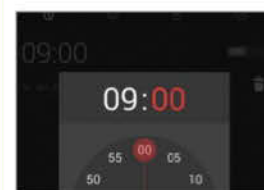


Clock

Become a time lord by using the Clock app to organise alarms, view other time zones and apply the timer and stopwatch functions

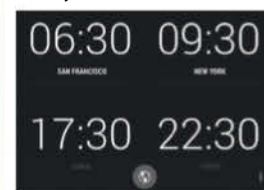


What it can do:



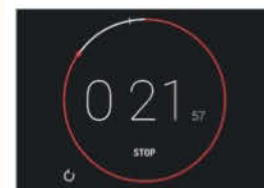
• Set an alarm

Use your Nexus as an alarm



• International clocks

Track different time zones



• Set a timer

Quickly measure time

Organise your time with Clock

Rock around the clock with these top tips for using the alarm, timer, stopwatch and more

Your Nexus keeps constant, accurate track of the time, which is displayed at the top of the homescreen as well as on the lock screen. If you ever find the Clock isn't showing the correct time, open the Clock app in the app drawer. Open the app settings, and you can choose to change the Home time zone. The Clock app also includes other time-related features, including setting an alarm clock, stopwatch and countdown. You can even add extra clocks to monitor the time in different cities around the world.

You will be shown how to use all of these tools. The alarm clock is likely the most popular one, and has extra features not covered here. When an alarm is set, the Alarm notification appears in the status area at the top of the screen. That notification is your clue that an alarm is set and ready to trigger. You should also be aware that turning off an alarm doesn't delete it. To remove an alarm, tap the rubbish bin icon. Alternatively, toggle the on-off switch to deactivate the alarm without removing the preset time and repeat options, if you should

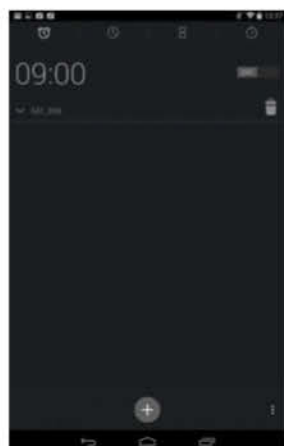
want to reactivate later. It should be noted that while the alarm does go off when your device is locked or sleeping, it doesn't work when you turn off your Nexus.

If you want to further customise your alarm, the Settings menu has controls for the alarm volume, how long it should ring for, and how long the snooze button lasts. In the drop-down settings for each alarm, you can also change the alarm ringtone. If you set multiple alarms, you can even set individual ringtones to better distinguish them from each other.

Control the Clock app

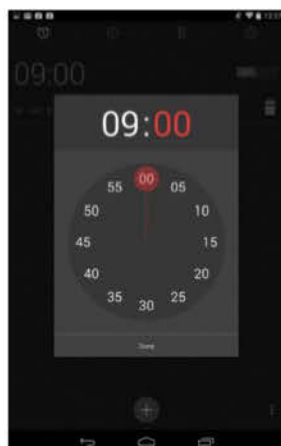
Discover how to set up the most important features

Set an alarm clock



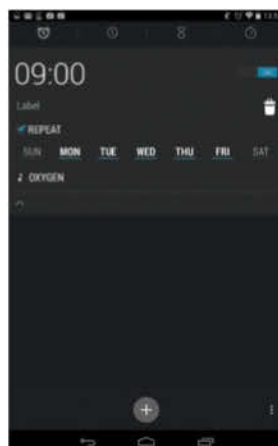
1: Add a new alarm

Open up the Clock app, and then tap the alarm clock symbol in the top-left. Now simply tap the plus sign to add a new alarm.



2: Set the time

Drag the cursor around the dial to set the alarm. The inner circle represents pre-noon time, while the outer clock is for post-noon time.



3: Repeat alarm

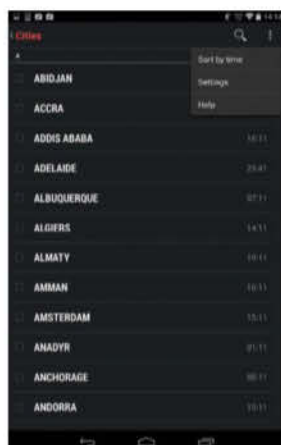
With the time set, tap on Done to complete, then tap Repeat to customise which days of the week the alarm will go off.

Add an international clock



1: Add a clock

It's easy to keep track of the time in a different country; just tap the globe icon from the main clock screen to see a list of cities.



2: Search options

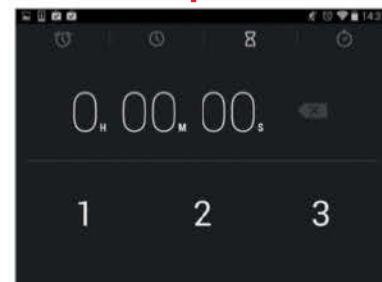
The list is sorted in alphabetical order. Use the menu options to sort by time, or to find a specific city, tap the search bar.



3: Select a city

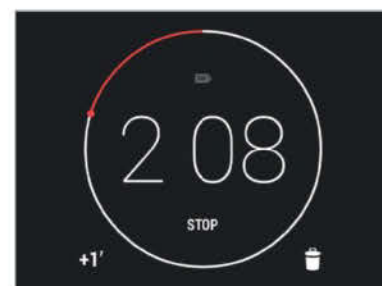
Tap on a city and it will be added to the main clock. There is no limit to the number of clocks that you can add.

Use the timer and stopwatch



1: Select the timer

Tap the hourglass icon in the top-right of the Clock app to use the timer.



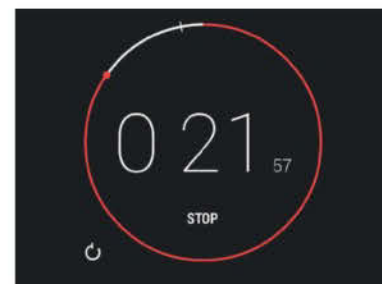
2: Start the timer

Enter the time to count down and press Start. Tap +1' for extra time.



3: Use the stopwatch

Tap the stopwatch icon, then press the Start button to begin. Tap again to Stop.



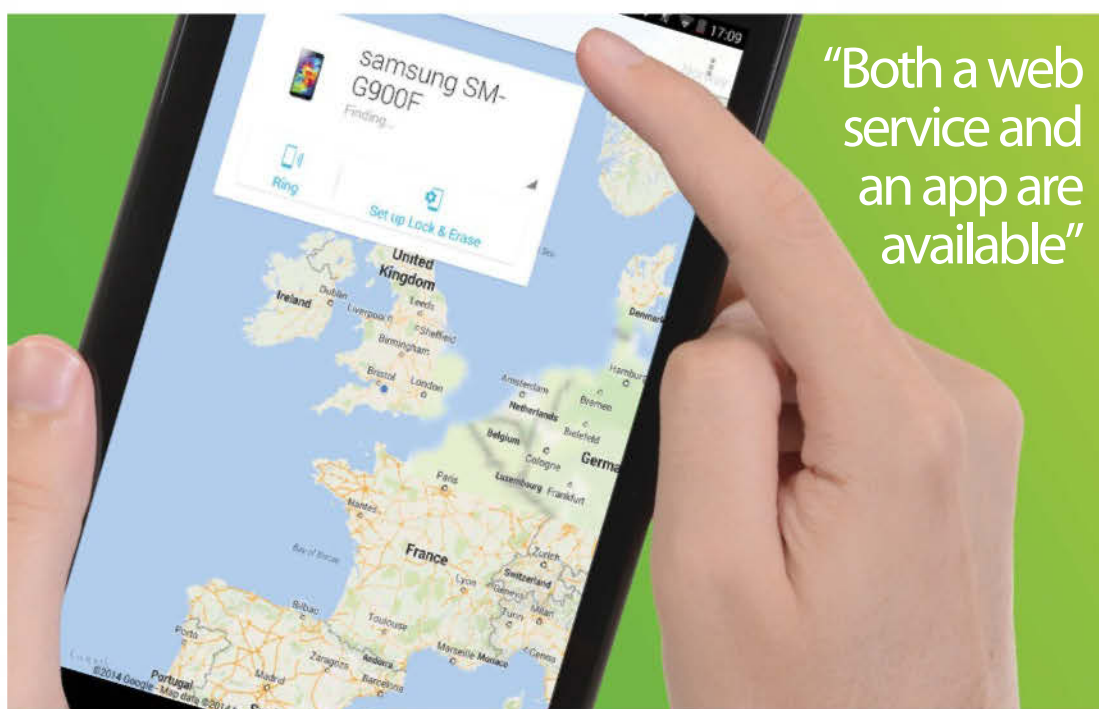
4: Split timer

While the stopwatch is running, tap the smaller circle symbol to split lap time.



Android Device Manager

Ensure you know where your device is and keep data on it secure using the Device Manager



“Both a web service and an app are available”

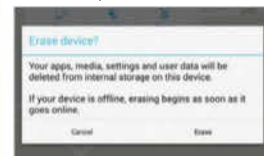
What it can do:



- Find your device
View the location on a map



- Make it ring
Remotely call the device



- Keep it secure
Lock the device or erase data

Track your device if it gets lost

If your Nexus 7, 9 or 10 goes missing, now you can find, ring, lock or erase it

Just as Apple introduced the Find My Phone feature for the iPhone, so has Google released its own solution with the Android Device Manager. This is both a web service and available as an app. Now, clearly, installing it on a device that is then stolen won't help at all, but if you have more than one Android device, then you can use it to find the others.

The alternative is to use the web-based service at www.google.com/android/devicemanager which can track all your devices. The advantage of the app-based

version is that it can be used while you are out and about and makes it easier to track either another tablet or phone. To fully access the features of the service, though, you need to have turned some things on in the Settings on your device.

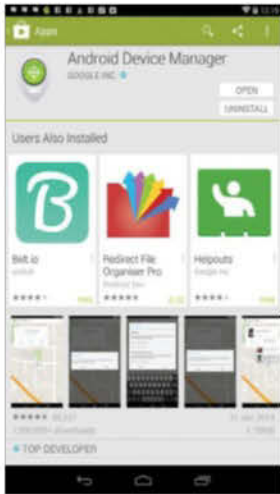
Open the Settings app and tap Security. Tap on Device Administrators. In here is the option to 'Allow Android Device Manager to lock or erase a lost device'. Tick this so it is on. The alternative is to go to the Google Settings app, which is different; tap on Android Device

Manager at the bottom of the list and tick 'Remotely locate this device' and 'Allow remote lock and factory reset' if you haven't accessed it via Settings. They are the same thing, so ticking or unticking in one setting will change it in the other as well. When selecting a remote Erase, you are warned of the consequences of this action. Also, if the target device is currently offline, the Erase will be performed as soon as it comes online again. This has the side effect of disabling Android Device Manager on the target device, so you won't be able to find it.

Finding your device

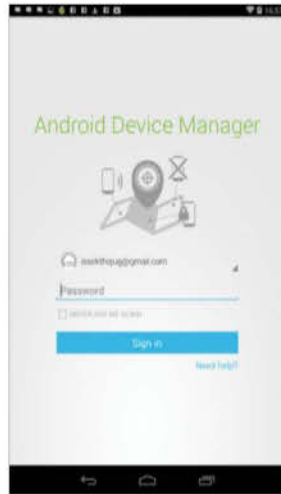
How to locate and manage lost or stolen Android devices

Launch Android Device Manager



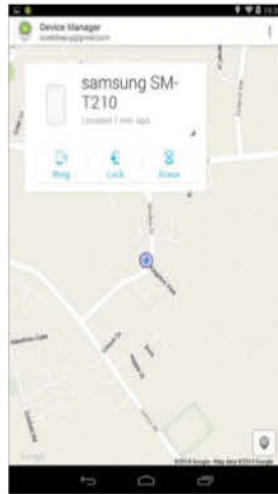
1: Download the app

Go to the Play Store and tap on the search field. Enter 'Android Device Manager' and download it.



2: Sign in

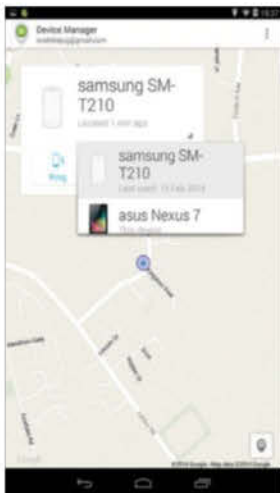
Run the app and tap on Accept. Then type in your Android password and tap on 'Sign in'.



3: Locate devices

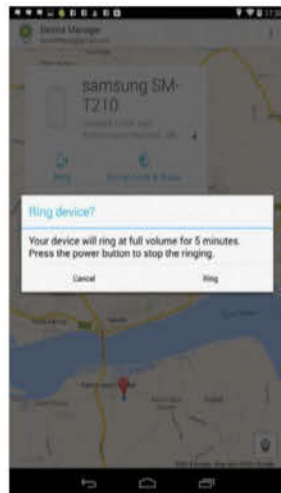
Once signed in, the app will find any other Android devices registered to your Google account.

Call and ring your device remotely



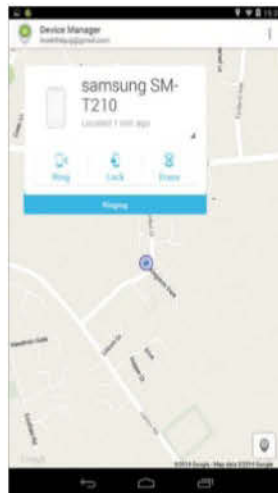
1: Select the device

Tap on the down arrow next to the first device to show all of them. Select an alternative device if needed.



2: Call or ring device

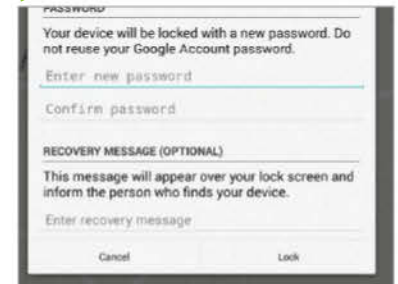
You can call an Android phone or make a tablet ring. Tap on the appropriate call or ring icon.



3: It's ringing for you

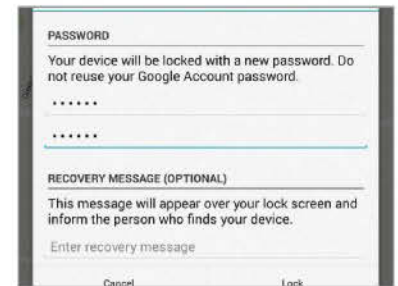
After a confirmation notice, the respective device will start ringing or a call will be made to it.

Lock or erase your device



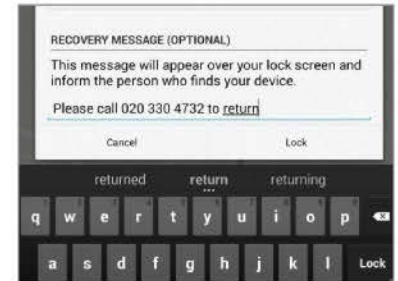
1: Select the Lock option

Go to Android Device Manager and select the device. Then tap on Lock.



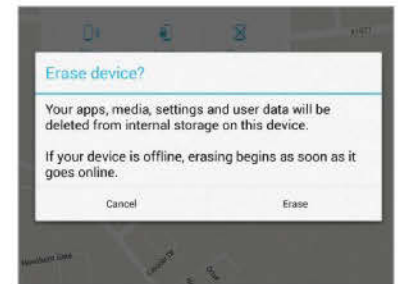
2: Enter the password

Type in a new password and the confirmation, which will lock the device.



3: Add a message

Add an optional message for the locked device, such as a contact number.

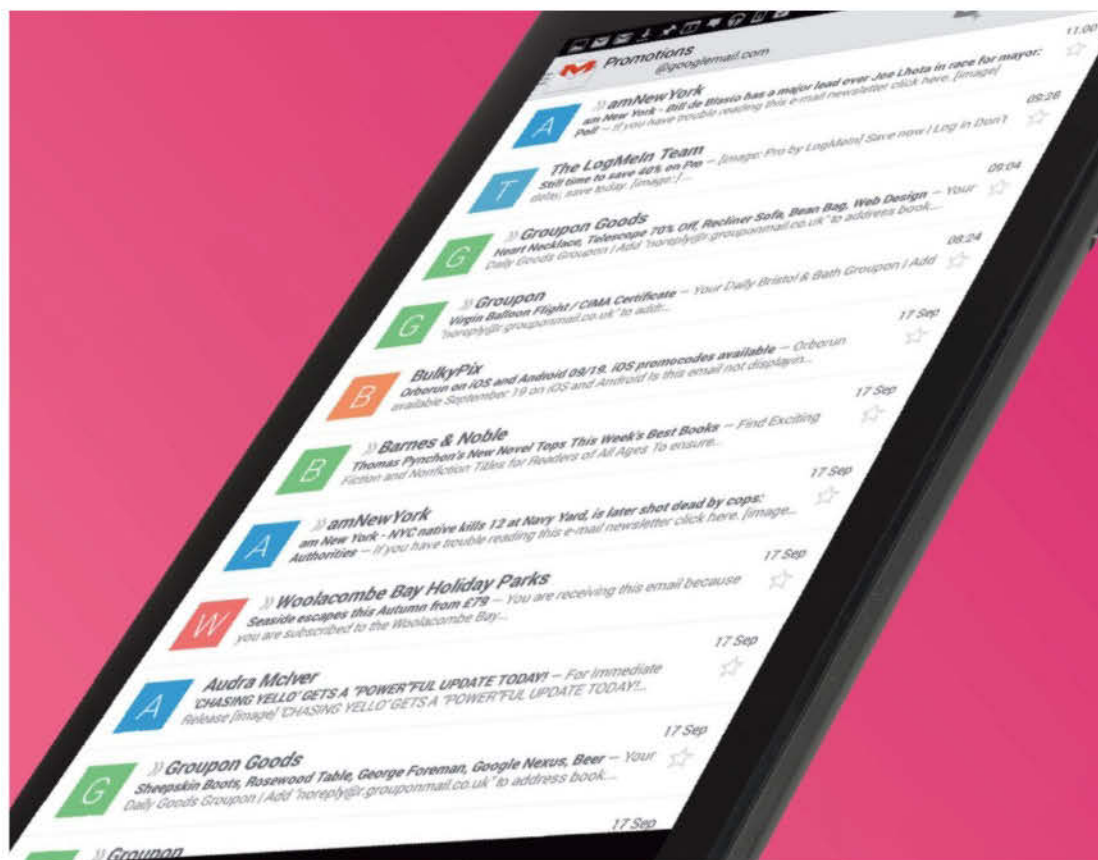


4: Erase all the data

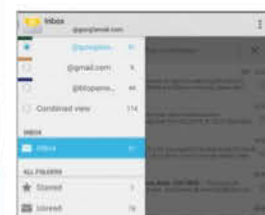
To erase everything on the lost device, tap on Erase, then Erase again.

Email & Gmail

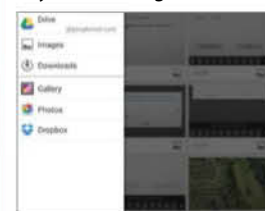
Discover how to set up new accounts in both the main email apps on your Nexus



What it can do:



- Use your email
Sync an existing account



- Media attachments
Add photos, music & video



- Sign it yourself
Add that personal touch

Write, send and receive emails

How to use the email programs with your existing or new accounts, including Google Mail

Getting started with email

The Android Email app has the advantage that it can not only access web-based email like Yahoo! Mail, but also from an internet service provider/domain supplier or an Exchange server which large companies use. You can get the same email address you use at home to work on your Nexus, and set it to sync settings with the server. So, if you read and delete an email on your Nexus while you're out, it'll be removed from the server and not downloaded onto your computer when you get home.

Setting up a webmail account in the Email app is as easy as entering the email address and password. All you then need to do is select the various sync and checking options, add a name for the account and you're ready to go. A webmail account has extra features like being able to customise folders and saving important emails.

A POP3 email account with your ISP/domain supplier at home may require more information, though. It starts with adding the email address and password as before (Fig 1),

but then may require an account password, POP3 mail address and other details. You'll need to have them all handy before you start, but your ISP/domain supplier should have provided them when you first signed up.

Writing and sending

Once the account is set up, tap on the pencil icon to write a new email (Fig 2). Type the address of the person it is for in the To field, and CC a copy to other interested parties by tapping on '+cc/bc' as well. Send a copy to

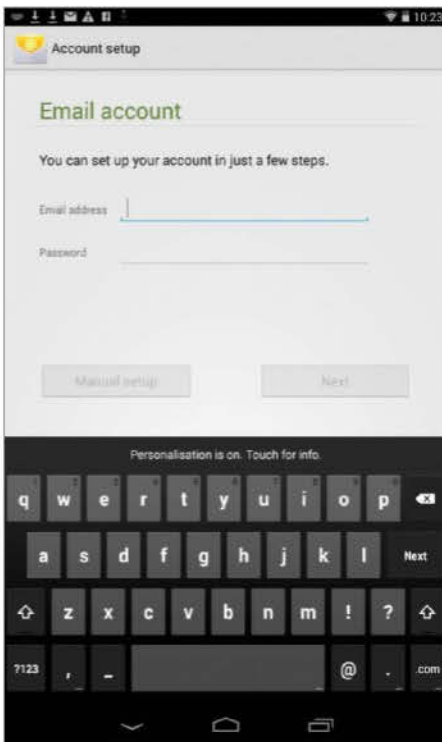


Fig 1: Many different types of email account can be set up, from web-based mail to ISP-hosted POP3 and Google Gmail itself

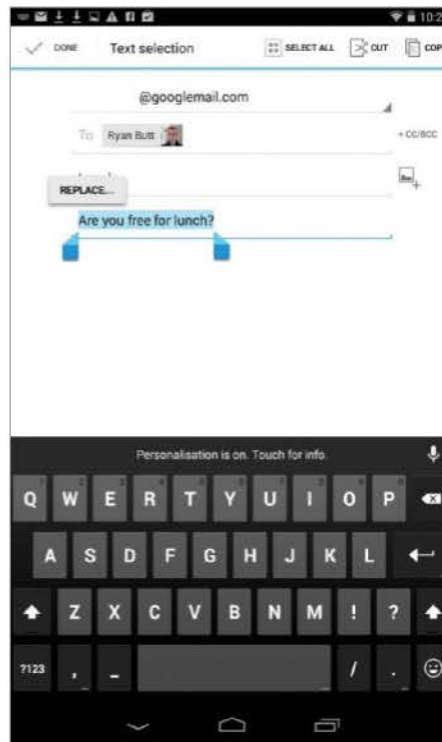


Fig 2: There are numerous handy editing functions, from contacts and image attachments to formatting

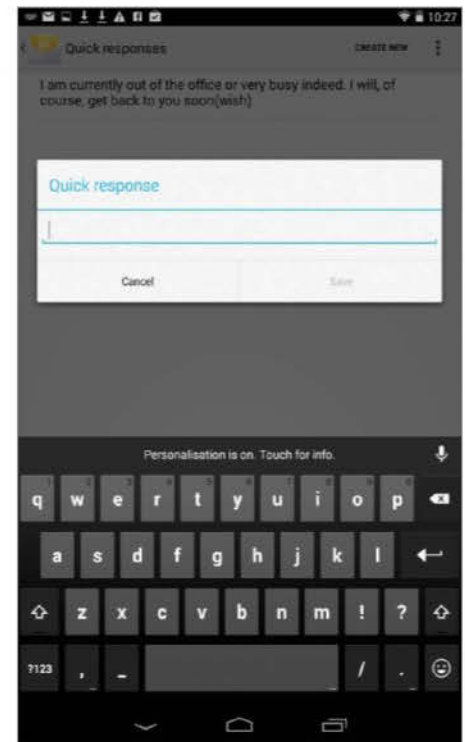


Fig 3: Edit the Quick Responses so that they use the text that you want for frequently used phrases and automatic replies

yourself by tapping +Me. As a shortcut to this process, you can use your Contacts stored on your Nexus. Tap the face icon to open Contacts and from there you can tap on a person to select them as the recipient. Fill in the Subject matter as ones with a blank field can often be treated as spam.

Now you're ready to write the email. Tap in the message body area, but if you have something standard or quick to say, tap on the menu icon and choose Insert Quick Response. This contains a list of quick responses that you can edit in Settings. Select any response by tapping on it to have that text inserted into the body of the message. There's a range of font sizes available, up to 36px, so tap on 12px and decide which to use. Other formatting options include bold, italics, underscored and highlighted with a background colour.

Manage your account

If you tap the Menu button and select Settings, there are numerous ways to configure the Email app. These start with General preferences, where you can change the header of emails to who they are from rather than the subject matter. Quick Responses (Fig 3) contains all the text

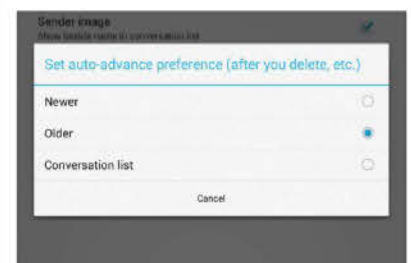
messages that are accessible when tapping the menu item. Here you can edit the messages to change the wording or replace with ones you use. Tap on Cancel to change your mind or on Done to save any changes. If you like to know when a new email has arrived, tap on the Email notifications box so the status bar will let you know. There's also a range of ringtones that can be used to announce the new mail arriving. Tap on the ringtone to see all the options, select which one to use, then tap on Done to save. These are general preferences that apply to all accounts, but for specific ones, tap on the account name itself.

Under the account preferences you can change the name displayed, so you could use a company name rather than your own. If you don't want emails to have a signature, it can be turned off. By default, an incoming message will have the images turned off – this is to save space on your Nexus. If you want to have them on by default, tick the Show Images box. On the theme of data usage, look at the options here. Most devices are normally set to download only 50kB of messages, which excludes large attachments, but this can be increased in size in order to include them.

Auto Advance

Speed up navigation

If you get a lot of email that has to be deleted, moved or sorted into folders, the default function of going back to the email list isn't ideal. Instead, go into Settings and then General Preferences and tap on Auto Advance. There are three options here, the default being Older. The other options are to automatically go to the next message in the email list for whatever folder you are in, or to the conversation list. Select one to speed things up.



Set up your email accounts

Discover how to create, write, format, schedule and organise emails using Email and Gmail

Set up an account using the Email app



1: Add account

Run the Email app for the first time and type in your email address.



2: Enter password

Type in the password. You can make it visible while typing if required.



3: Account options

On the next screen you will be able to set the various account options.



4: Incoming server

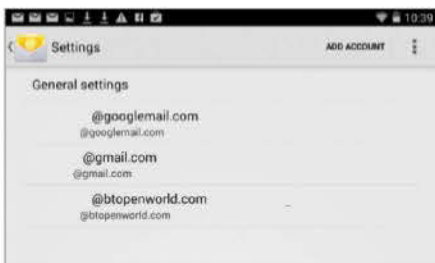
For a POP3 account, you will need to enter the incoming server settings.



5: Outgoing

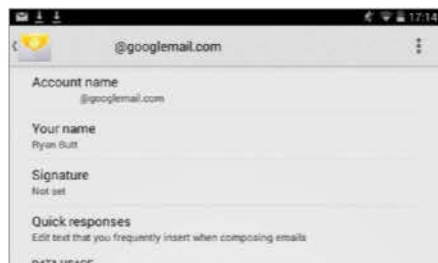
Enter the settings for the outgoing mail server, then configure the details.

Create a signature to use automatically



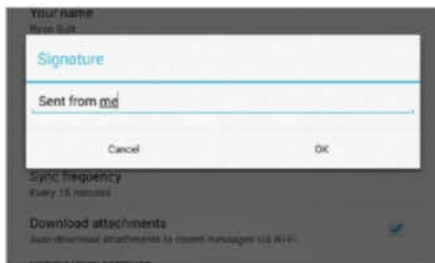
1: Go to the options

Run Email and tap on the Menu button. Select Settings then tap on the account to use.



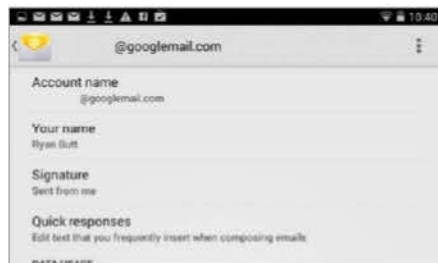
2: Reveal the text

Under the entry for Common Settings, tap on Signature to reveal the default text to replace.



3: Enter your own words

Tap backspace to remove the preset text, type in your own signature message and tap OK.



4: Turn the setting on

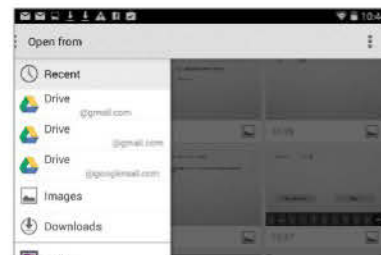
The text will update to show your signature and it will now appear on outgoing emails.

Attach photos and media



1: Create an email

When composing an email, tap the picture icon next to Subject.



2: Select attachment

Instant choose from recent items or tap the menu icon in the top-left for more.

Manage multiple email account types



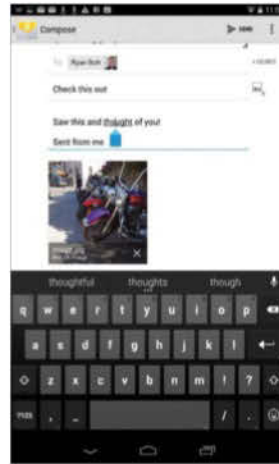
1: Add new accounts

Once a mail account is set up, add others, then manage the results. Firstly, go to Settings and tap on 'Add account' to add the new account.



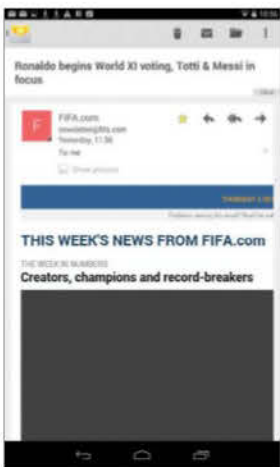
2: Extra accounts

All accounts now appear on the email address bar. Tap on it to show them. To swap between them, simply tap on the other account name.



3: Default sender

Tap the Menu button in the top-left corner and select the account you wish to use as your default account (from which all emails are sent).



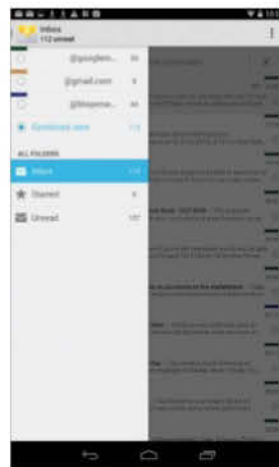
4: Set favourites

When reading an email, you can tap the star icon to save it as a favourite. The star will turn yellow to indicate that it has been saved.



5: Check favourites

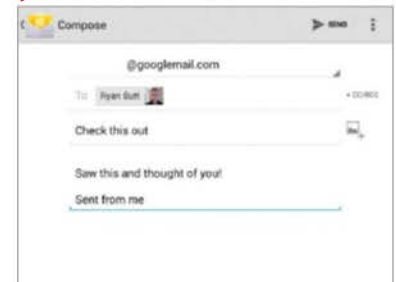
To quickly find your starred messages, tap the menu icon while in your inbox and then tap on the Starred folder. All starred emails are stored here.



6: Combine inboxes

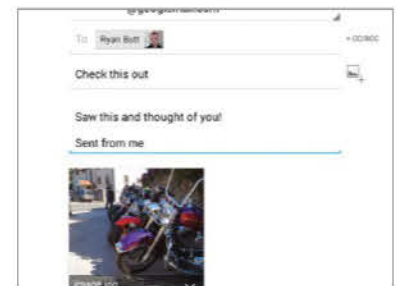
To see all mail from all accounts, tap on the menu in the top-left and choose 'Combined view'. To go back, simply pick an account again.

Customising your emails



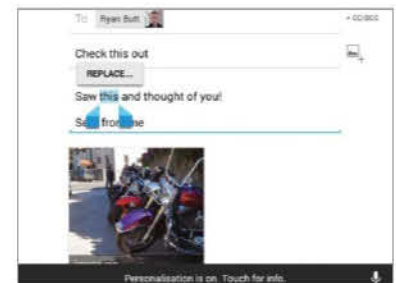
1: Insert an image in mail

Start a new mail and then add visual interest by inserting a photo inside it.



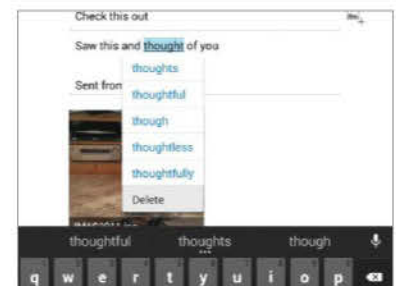
2: Select the image to use

Tap on the picture icon with a '+' sign and use the Gallery to select it.



3: Highlight words

Double-tap a word to select then use the highlighter to make it stand out.

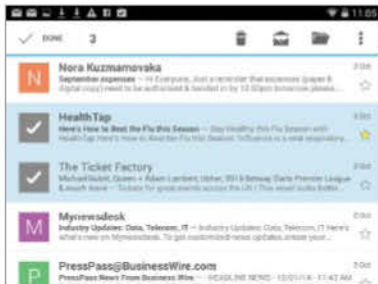


4: Replace words

Tap Replace and then a list of suggested words will appear for you to select.

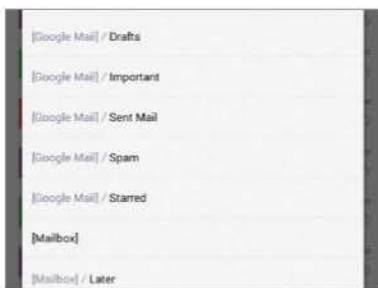
“To quickly find your starred messages, tap the menu icon while in your inbox, and then tap on the starred folder”

Organise your messages



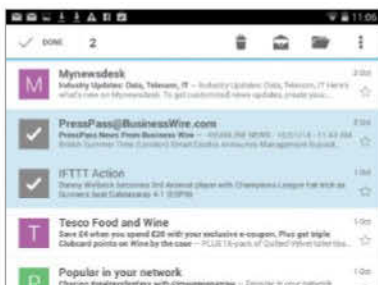
1: Mark spam and move

Press and hold on an email to select it and bring up several new options.



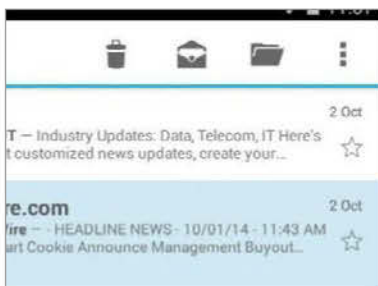
2: Move to Spam folder

Select the Spam folder to immediately move them there and block in future.



3: Delete messages

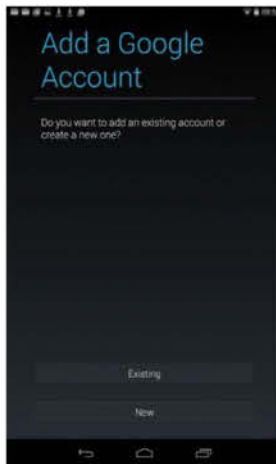
Tick all the emails that you don't want to keep, then tap on the trash-can icon.



4: Mark as read

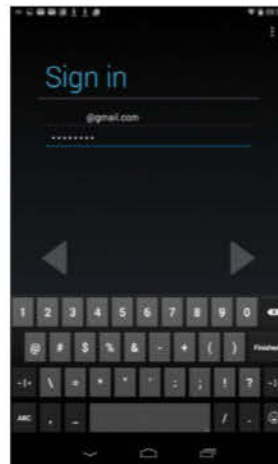
Select emails and then tap the envelope icon to mark them as read.

Create an email account with Gmail



1: Add the account

Launch the Gmail app and then tap the '+' sign to add an account. You can either create a completely new account or add an existing one.



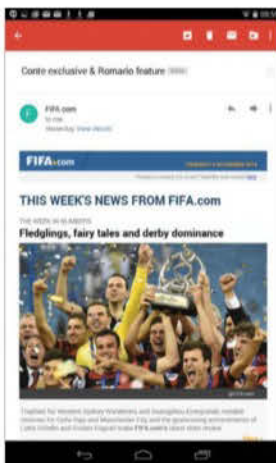
2: Enter the details

You can use the same account on multiple Android devices, helping to sync Play Store purchases. Add your email and password.



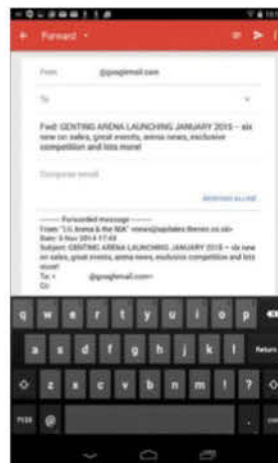
3: To the inbox

Read the help messages and skip the Google+ option if you want. Tap on the close gadget, then tap on Done to go to the inbox.



4: Reading emails

To read an email, tap on the message body. Tap the down arrow to show the sender details. Tap the back arrow to reply to it, then Send.



5: Forwarding emails

Tap the forward arrow to forward the email, or the double back arrow to reply to all selected messages. Include others by tapping +cc/bcc.

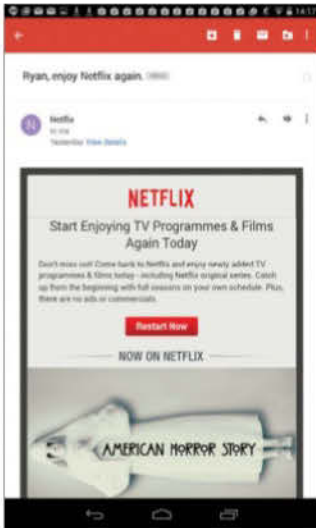


6: Write new mail

Tap the Pen icon to create a new email. Add the recipient address and fill the subject and message body before tapping on Send to transmit.

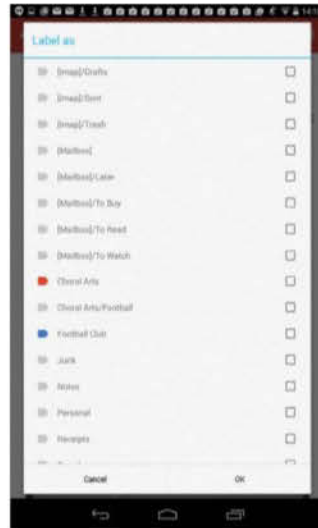
“You can use the same Gmail account on multiple Android devices, allowing you to sync Play Store purchases”

Manage messages with labels



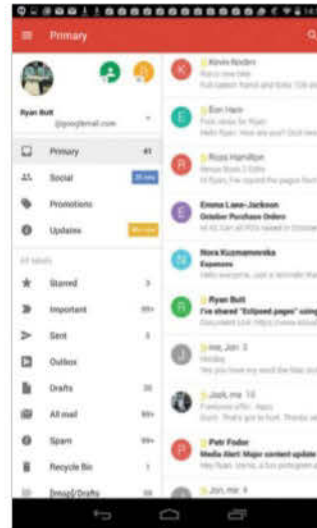
1: Label an email

Labels can be added to emails to help categorise them. They are then available in the All Mail folder and the folder relating to the label. Open an email.



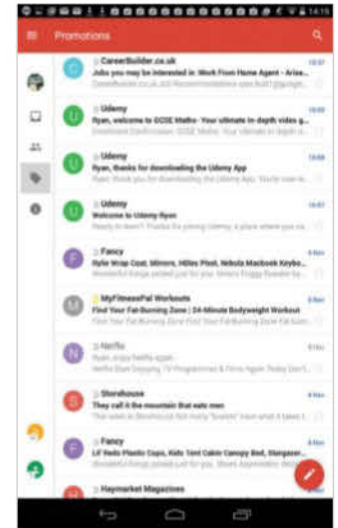
2: Add a label

Tap on the label icon, top right, and select from the range of labels to add to the email. You can add more than one, then tap on OK to apply or Cancel to quit.



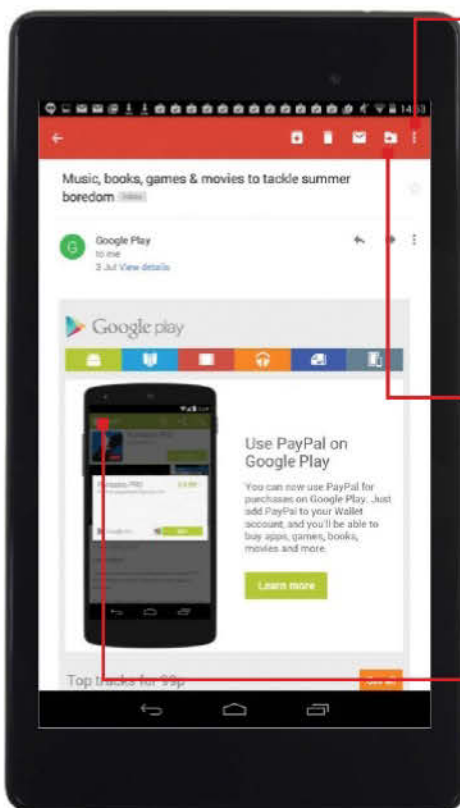
3: View the folder

Tap on the side menu icon at the top left and scroll down the list to the bottom to see all the labels. Tap on the Work folder, or whichever one you just labelled.



4: View labelled mail

In here are all the emails that have been labelled with the Work label. Tap on an email to read it. Also, there is now a 'remove label' icon in the top row.



Labelling

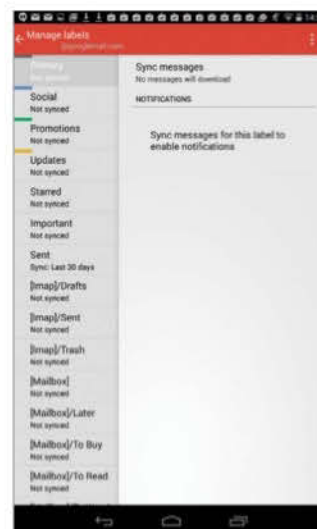
Add labels to emails so they can be categorised and stored in folders

Folders

Change the folder an email is stored in by selecting a new one

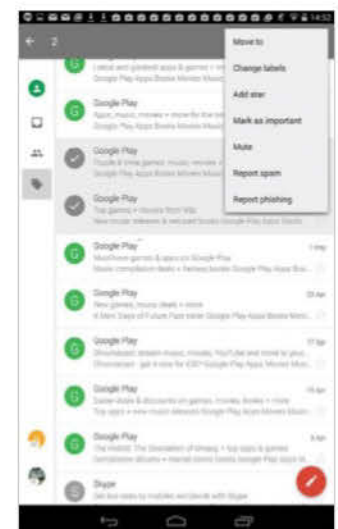
Images

Set images to be always on from trusted senders to save yourself time



5: Manage labels

While in the Work folder, tap on the Menu button and select 'Manage labels'. Here you can select labels to synchronise across all devices and get notifications.



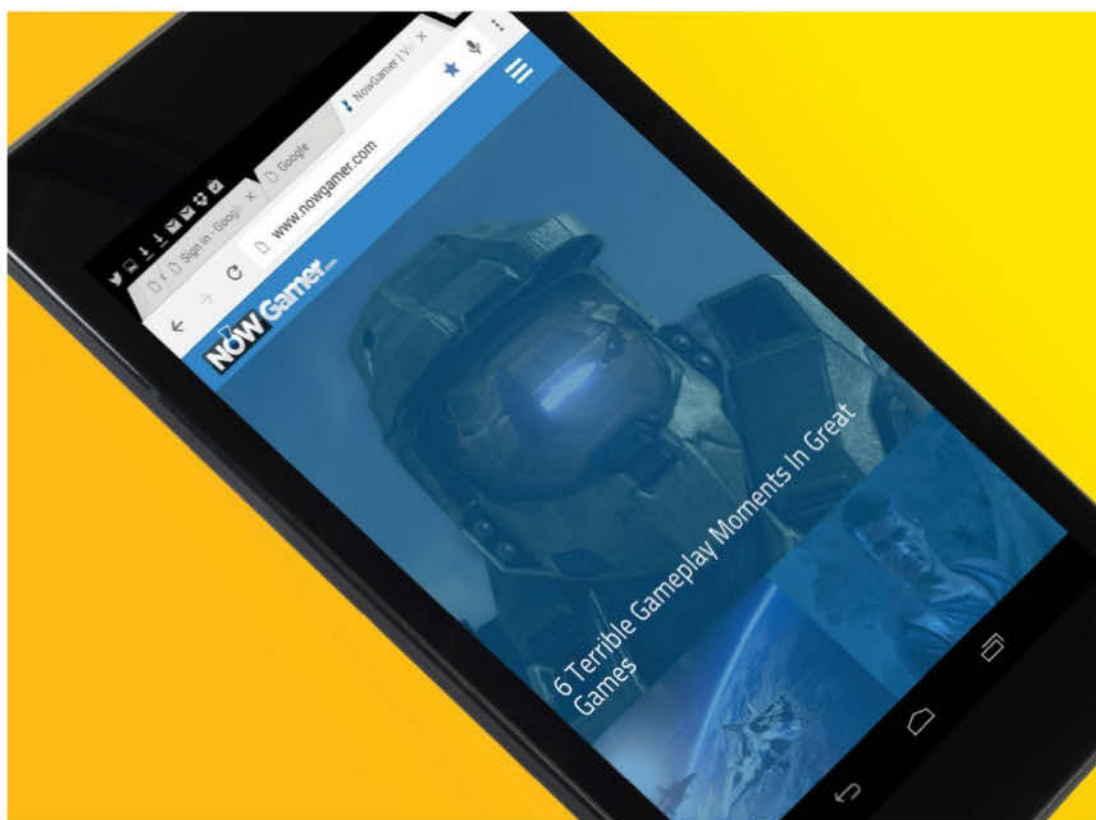
6: Multiple labels

Save time by labelling lots of emails at once. Tap on the round coloured icons, rather than the body text, to make multiple selections, then tap on Label.



Chrome

Link your Google account to the Chrome app on your Nexus and you can then browse the web using the same bookmarks and settings you use on all your devices



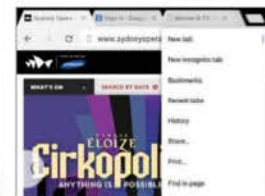
What it can do:



- Use Google search
Search for webpages



- Find in page
Search for text in a page



- Use multiple tabs
Switch between open pages

Search the web on the move

Launch Google Chrome to search for information and browse webpages on your device

Search with Chrome

Google Chrome is a web browser that remains a popular choice for desktop internet searches and for use on mobile devices running the Android OS. While the app comes preloaded on the Nexus 7, 9 and 10, you can also search for it on the Play Store for your other devices.

The interface is a condensed version of the desktop browser and you'll find all the functions you'd expect tucked neatly away into the app. When you launch the app, you'll see the standard layout of a search bar at the

top of the screen and large window in which to scroll results and open webpages. The gestures used in Chrome are similar to almost every Android application. Swipe up or down to scroll a page and depending on what site you're on, you can also swipe left or right to search through pages.

All the options associated with Chrome can be accessed by tapping the Menu button on your Nexus. This menu also has options to navigate within a tab by using the two arrows that sit right at the top of the menu (Fig 1). The

back arrow will take you to a previous page or set of results, while the forward arrow will take you to the next one you've searched.

Customise Chrome

Most webpages are built in a full desktop version as well as an enhanced version designed specifically for viewing on mobile devices. Because the dimensions of your Nexus's screen are much smaller than your PC or Mac monitor, the enhanced version makes sure that no details get lost and that you can

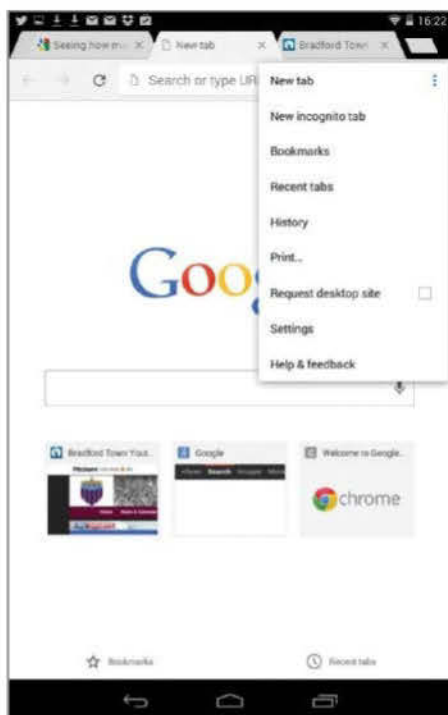


Fig 1: Navigate back and forth inside a tab using the arrows on the main menu, accessed by tapping the Menu button

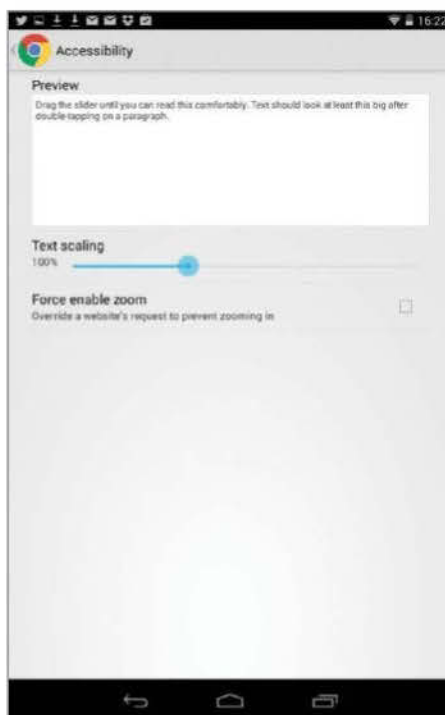


Fig 2: Change the appearance of webpages by setting the Accessibility options in the Settings menu



Fig 3: Google is the default search engine on Chrome, but you can choose to switch it to Bing or Yahoo!

still read everything on a page. To change the way a page displays, head into the Accessibility settings, which are a submenu of the main Settings options that can be accessed through the main menu. Here you can change the size of the text displayed (Fig 2), making it easier to read if you're visually impaired or if the size of screen makes the writing appear too small. Use the slider to scale the text up or down and check the preview to see how big or small it will be displayed.

You can also check the option to zoom into any webpages even if the site tries to block this action. To zoom in and out, use the same gestures you would on any other application on your Nexus tablet. To zoom in, start with your fingers together on a screen and pull slowly apart. To zoom out, do the opposite starting with your fingers apart and pinching them together.

Pick your search engine

Google is the default search engine for Chrome, but it isn't the only option. If you prefer Yahoo! or Bing, you can choose to use either of these instead (Fig 3). The beauty of using Google is that you can sign into your Google account and sync your searches and

actions with those that you perform on your desktop or on other devices. When you save a bookmark on your Nexus, you can view this bookmark on your desktop computer too. The first time you use Chrome, you will be asked to sign into your account. As soon as you've signed in once, the Chrome app will remember you and your search history.

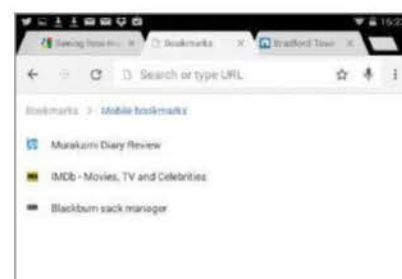
The integrated nature of Google products means that you'll always be offered suggestions and searches based on what is learned about your preferences. If you prefer to keep your account a little bit private then open the Privacy setting from the main Settings menu and customise what you are offered.

The options you can choose to uncheck include having URL suggestions made to you related to what you search for often, as well as suggestions when you make an error typing in a web address. Usage reports are another option you may want to untick if you prefer not to share too much. It's a good idea to clear your browsing data, including cookies and passwords periodically. There is an option to do this directly in the Privacy menu or you can follow the simple steps in the tutorial on the next page.

Use bookmarks

Save your favourite pages

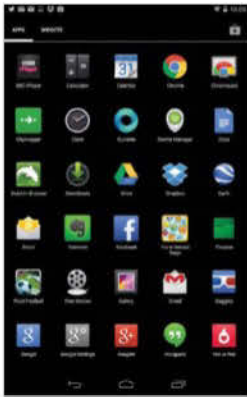
Creating bookmarks is a good way to save time if you often go back to the same webpages and sites. From any page, open the menu options and then tap the star icon to create a bookmark. You can give your bookmark a name and assign it to a category, such as mobile or desktop bookmarks, or you can create your own category. To view bookmarks, go back to menu options and select Bookmarks. Browse until you find the page you want and then tap to open.



Browse the web with Chrome

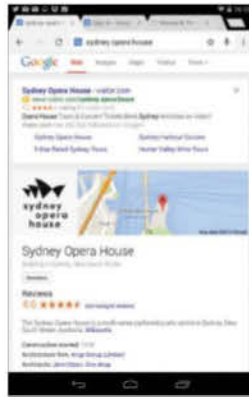
Learn how to connect to the internet and perform searches using multiple tabs

Browse with Chrome



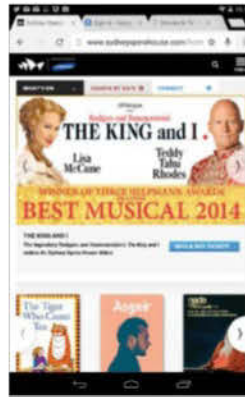
1: Launch app

Locate the application in your app drawer and tap once to open.



2: Type to search

Type a search term into the top box and tap Go to get results.



3: Click on results

Swipe down to scroll results and tap once to open up a webpage.



4: Open new tab

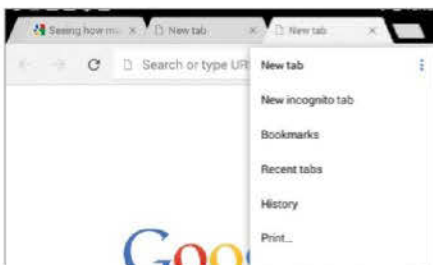
Tap the Menu button and select the option to open a new tab.



5: View tabs

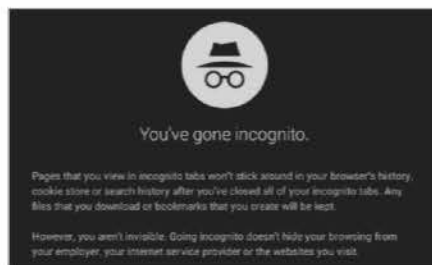
You can scroll through your open tabs at the top of the screen.

Go incognito



1: View menu options

Tap the Menu button to bring up options including 'New incognito tab'; tap it.



2: Tap the open tab

Going incognito means that any pages visited won't be recorded in your history.



3: Browse as usual

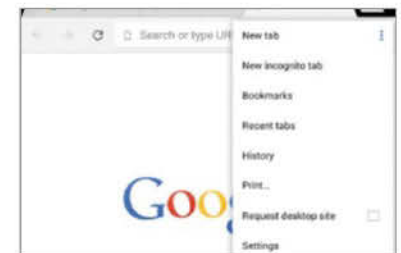
Browse as normal, knowing that cookies and other data will not be stored on your device.



4: Tap to close

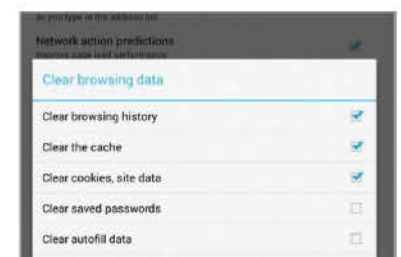
Close an incognito tab by tapping the X at the top right of the tab.

Clear your search history



1: Open history

From the main menu, tap the History option to view all searches by date.



2: Clear items

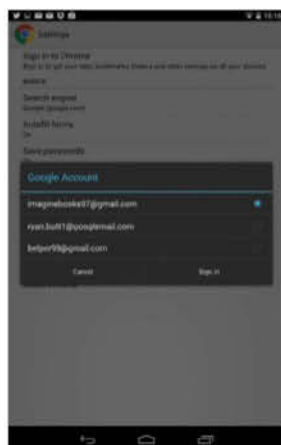
Tap the X next to each item to clear, or tap Clear browsing data to delete it all.

Sync Chrome



1: Sign into Chrome

Open the Settings menu for the Chrome app and locate the top option that allows you to sign into Chrome with your Google account. Tap once to open.



2: Choose account

If you have multiple Google accounts linked to your Nexus, choose which one you want to associate with Chrome and then sign in with your password for it.



3: Sync settings

Once signed in, your account will show up at the top of the Settings menu. Tap it once to see account details and then tap Sync to view the various options available.



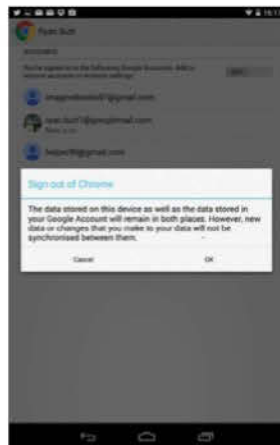
4: Sync selection

You can pick and choose which elements of your Google account you want to sync with the Chrome app, or simply tick the Sync everything option.



5: Switch sync off

If you don't want anything to be synced, then use the slider at the top of the screen to switch the feature off. You can turn it back on again at any point later on.

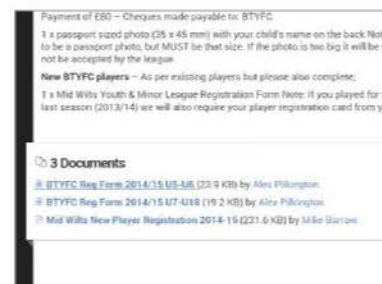


6: Disconnect

To disconnect your Google account from Chrome, or to switch to a different one, tap the Sign Out option at the bottom of your account information screen.

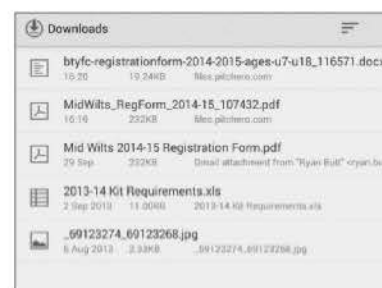
“You can pick and choose which elements of your Google account you want to sync with the Chrome app”

Download and share files



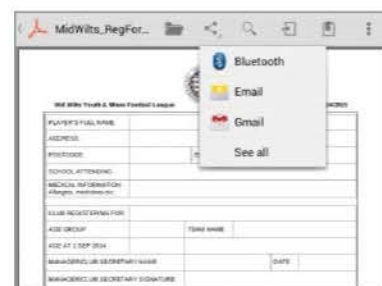
1: Download a PDF

Click a PDF in search results or a page and confirm you want to download.



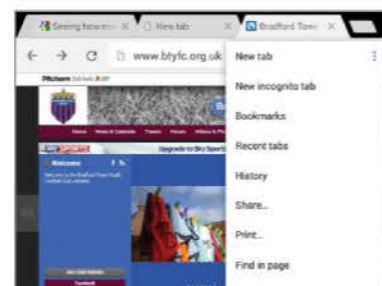
2: View downloads

Tap the Download folder in your app drawer to see all your downloaded files.



3: Tap to share

Tap the Share icon here to send the PDF or file via email or message services.



4: Share a webpage

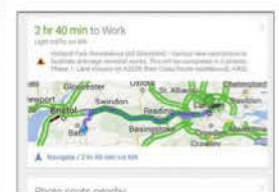
You can share a webpage from the main menu: tap Share and choose a method.

Google Now

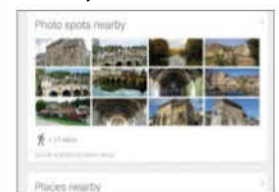
Use this handy integrated app to streamline your day by getting up-to-the-minute information on everything you need without even having to search for it



What it can do:



- Get ahead of the traffic
Check your route home



- Explore new things
Be inspired by location pics



- Check the score
See how your team is faring

Customise your information

Set up Google Now to get easy access to relevant information as you need it

Google's search function is arguably the most powerful search engine available today. On your Nexus 7 or 10 tablet the Google search icon launches a quick way to search the internet. However, it also features Google Now, a search engine that learns your preferences and gives you up-to-the minute information when you need it most. You can turn Google Now on or off in the Settings options in the app. The Now function is essentially a set of cards that offer you the information the app thinks you might need, depending on details

you specify about yourself as well as data from other apps you allow to be searched. Travel information is one of the most useful functions the app provides. Once you've specified key locations such as where you live and where you work, you'll automatically be provided with traffic and transport updates as notifications, or by opening the app and searching through cards.

Other details you can specify include the sports teams you support and stocks you're interested in. You can add as many options

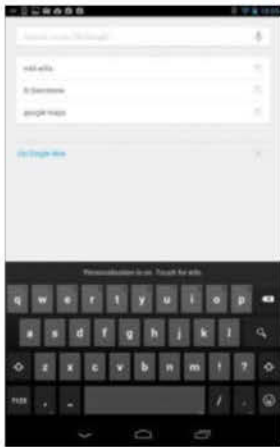
as you want by scrolling down on the main screen of the app and selecting the magic wand icon. Everything you're interested in will appear as a scrollable card that, when clicked on, opens up a page of search results in Google search. Weather updates also come as standard with the app and you can see what's in store at your work or home location, or any other location that you specify.

There is also an area to set reminders, which makes the app a good place to go to for everything current going on in your life.

Personalise Google Now

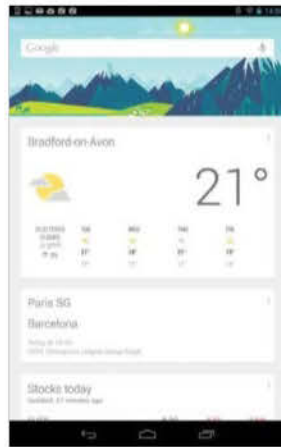
Specify your preferences to tailor the app to you

Start using Google Now



1: Turn feature on

To start using Google Now, first launch the Google search app on your Nexus and then go ahead and tap the Get Google Now option.



2: View basic cards

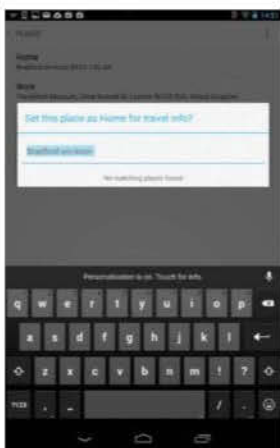
Based on your location, Google Now will offer basic cards such as the local weather or suggest nearby places to visit.



3: Add information

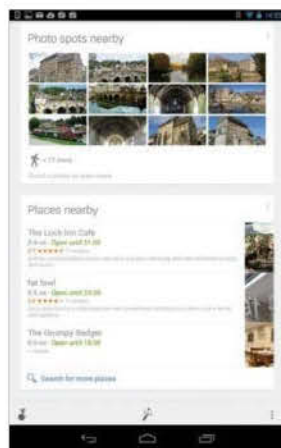
To get more useful info, use the magic wand icon to add your favourite sports teams, personal stocks and custom location preferences.

View important places



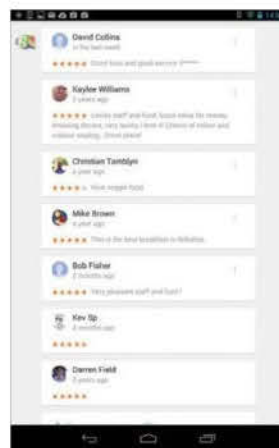
1: Choose locations

Navigate to the Customise menu and tap the Places option. Now input your home and work locations to get personalised results.



2: View nearby sites

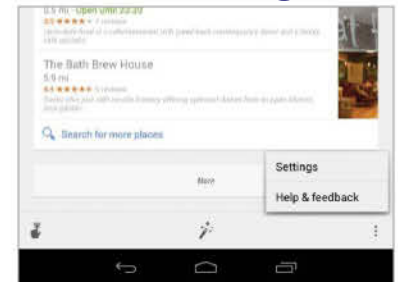
You can now view a list of user-sourced images of places around you to visit, explore and experience. Perfect for planning a day out.



3: See reviews

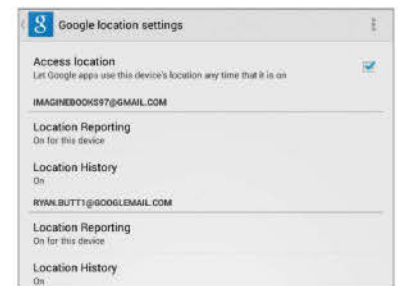
See what's around you and what people are saying about those places, thanks to the numerous helpful Google user reviews.

Edit Google Now settings



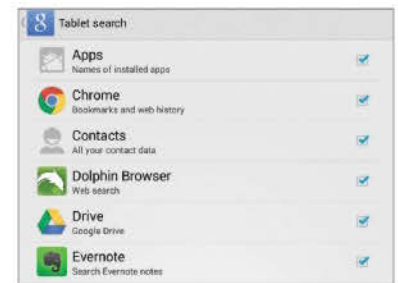
1: Open Settings menu

Tap the Menu button on your Nexus and tap to open the Settings menu.



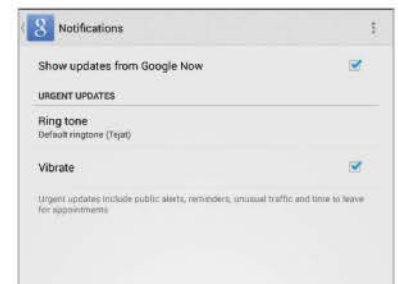
2: Set location options

Tap Privacy then Location to specify what location info you want to share.



3: Specify phone search

In the main menu, tap Tablet Search. Choose which apps Now gets data from.



4: Set notification options

Let Now notify you of urgent updates via ringtone/vibrate in Notifications.

Take control with voice commands

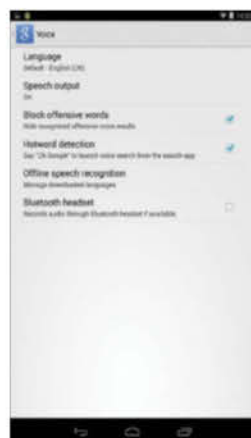
Discover how to initiate searches, find recommended hotels, see the local traffic and more

Initiate a voice search on Google Now



1: Voice activation

Launch Google Now and tap the bottom-right Menu icon. Tap Settings.



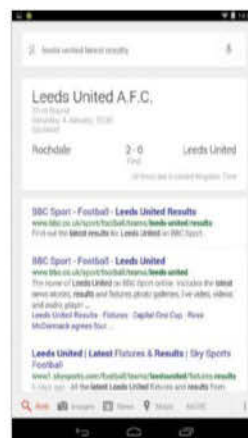
2: Turn voice on

Tap on Voice and ensure that 'Hotword detection' is ticked so that it is on.



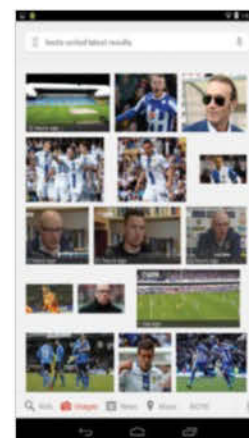
3: Activate search

From the Now main screen, say "OK Google" then ask your question.



4: View results

There's a main result, weblinks and a category list at the bottom.



5: Use results

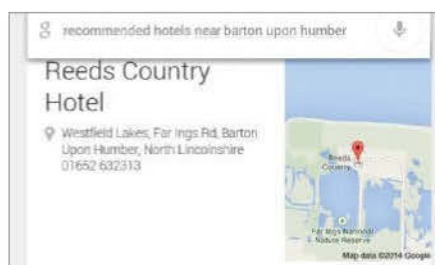
Follow the web and news links or tap on Images to see related items.

Recommendations based on searches



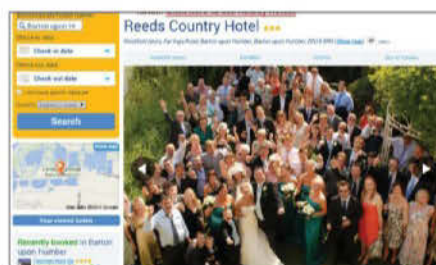
1: Start the search

Say "OK Google" then "recommended hotels near..." and add your location to the query.



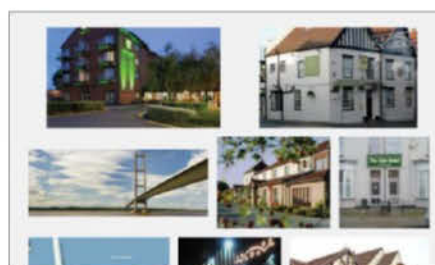
2: See reviews and ratings

Scroll down to the recommendation. Tap on the down arrow to see more about the hotel.



3: View the images

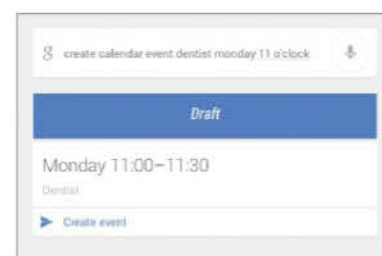
Scroll down and tap on the photos. This may take you to another website to view them.



4: View the alternatives

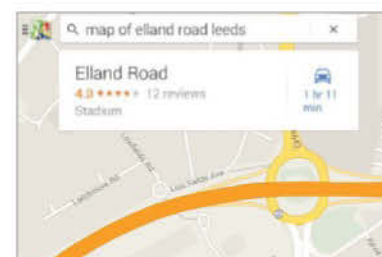
Tap on the Images link on the bottom menu to see views of other hotels in the same area.

Use new voice commands



1: Say something else

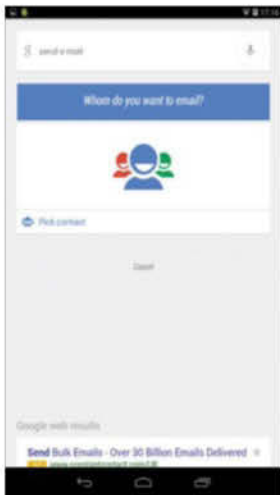
Say "Create a calendar event" followed by a description and the date/time.



2: View a location

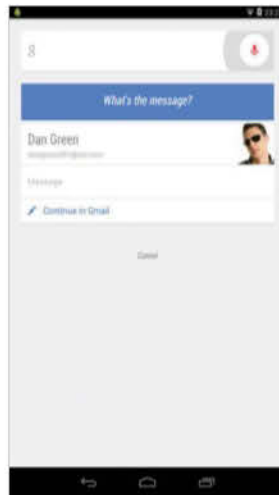
Say "Map of", then the place or business name, to see it on Google Maps.

Send an email with your voice



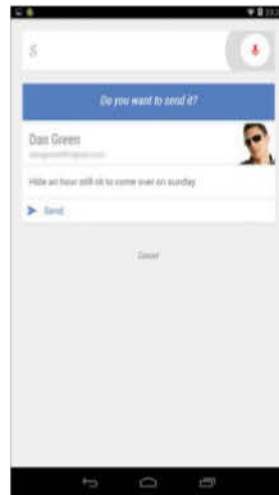
1: New messages

Say "OK Google" and then issue a series of commands and content, all as one long sentence, with punctuation. First, say "Send email".



2: Find the contact

Say "To" and your contact's name. This will retrieve the email address from your contacts list and ask you to say what the message is.



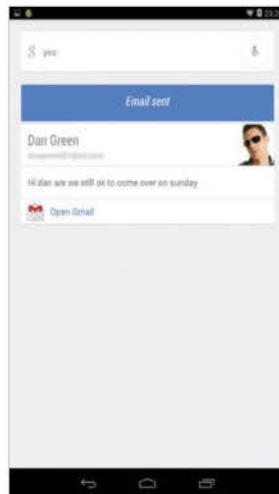
3: Add the message

Speak the message and the text will appear. Quickly check it, as you are then asked whether it is okay to send. If it has mistakes, say "No".



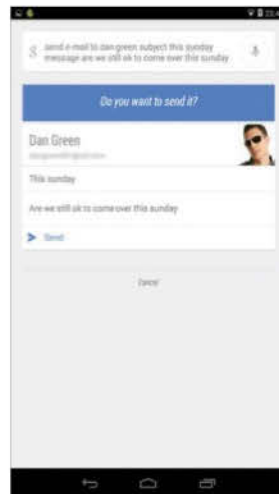
4: Get it right now

Repeat the message and speak more slowly and clearly. If it is correct this time, when prompted if you want to send, say "Yes".



5: Check it in Gmail

The email will be sent and you can then open it in Gmail. Tap on the link in the sent confirmation message to access it.

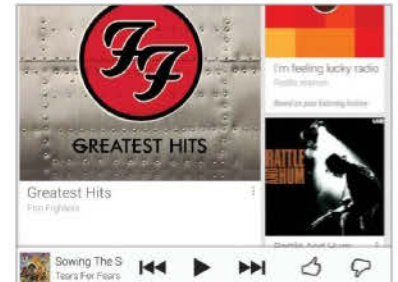


6: Say it all at once

The alternative is to say the entire email message at once, and include an entry line for "Subject". Remember to say any punctuation as words.

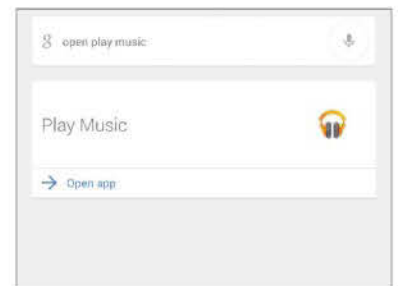
"Speak the message and the text will appear. Quickly check if it's okay to send"

Use your voice to open an app



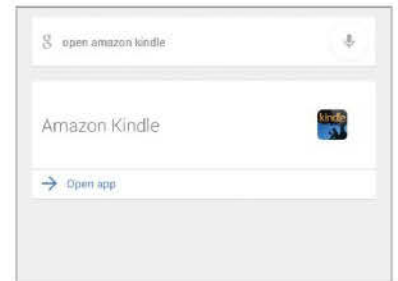
1: Listen to music quickly

Don't hunt around for that music app – just say "OK Google, open Play Music".



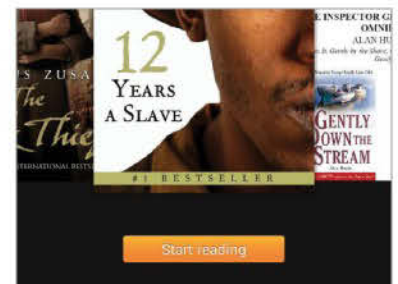
2: Automatic app launch

The app should now launch – but if there's a delay, you can tap 'Open app'.



3: Apps other than Google

This will work with non-Google apps. Try "Open Amazon Kindle" or a game.



4: Voice confirmation

Sometimes there's a slight delay, so Voice will suddenly say "Opening app".



Camera

Capture memories, shoot a breathtaking panorama, snap a family portrait or make a home movie. Let out your creative side with Android's Camera app



What it can do:



- Take excellent selfies
Use the front-facing camera



- Capture video
Record movies on the fly



- Manage your images
Enter 'quick view' mode

Take perfect photos on your Nexus

Discover how to access your device's built-in camera and start capturing images

Start taking photos

You'd be forgiven for forgetting that your Nexus device even has a camera. Unless you are using apps such as Skype that rely on a front-facing camera then you may not have used it at all. The primary reason for this though is that, amazingly, your Nexus 7 doesn't have a camera app installed by default.

However, this can be quickly remedied by visiting the Google Play store and performing a quick search for 'Camera'. This search should present the Camera Nexus 7 (official) app,

which you can download and install for free (Fig 1). Once done, a previously absent camera icon will be added to your app drawer that you can tap on whenever you wish to take a picture or two.

The next problem you may face is the fact that while the Nexus 9 features both front and rear cameras, the Nexus 7 only has the former – which is ideal for Skyping someone or taking selfies, but perhaps less practical if you want to take an image of something else. With a little practice you can gradually work around

this and start to get accustomed to framing whatever you want, which is where the fun really begins.

Getting to know your camera

When you launch the Camera app the first thing you will see is your own face, unsurprisingly, but if you look below then you will see a modest array of options that you can use to enhance your photography (Fig 2). The big blue button is basically the shutter button that you tap to take a picture, but to the side

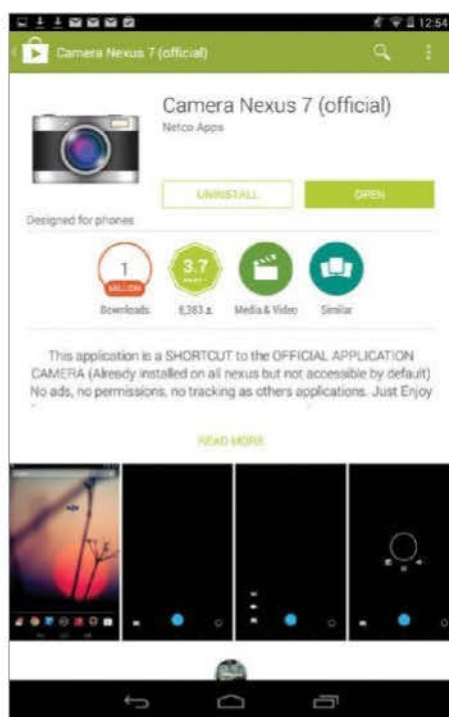


Fig 1: As your Nexus device doesn't come with a native Camera app, you can download one from the Google Play store



Fig 2: Options within the Camera app seem sparse, but there is much more to it than first meets the eye...

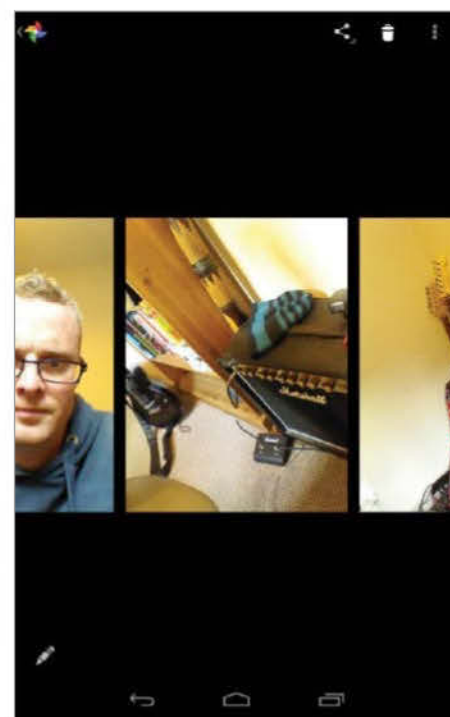


Fig 3: You can view and manage your images easily by going into quick view, which is somewhat hidden away

of that you will find other options. The option on the left, which is shown as a camera icon by default allows you to select your camera mode. Tap this and various photo modes will be displayed if your device supports them. One of these modes is a video camera that you can tap to start capturing videos instead of static images. In this mode the capture button is represented by a red record button and once you start recording a timer will appear in the top-left corner of the screen to indicate how many seconds of footage you have recorded. The icon to the right of the main shutter button lets you adjust the exposure value and access further options, such as location tagging, countdown timer (which could prove especially useful to allow you to get into the frame of a shot before it is captured), picture size and white balance. That is essentially that for the options available within the Camera app, but there are more, less obvious ones close by as well...

Quick view mode

Lurking within the camera app is a gateway to a greater array of options that you would be forgiven for missing. We will categorise these options collectively as 'quick view' mode and

you can access this mode as soon as you take a picture in the Camera app. When a picture is taken, a thumbnail of that image will appear briefly in the top-right corner of the screen. If you tap on this thumbnail then you will be able to quickly view all of the images that you have taken in the Camera app by swiping left or right across the screen (Fig 3).

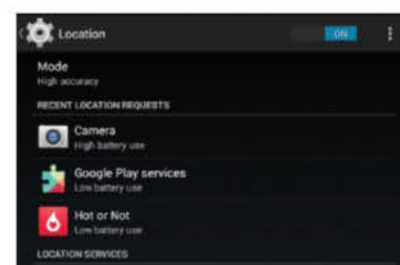
You can tap on an image to zoom in and various other options will become available to you, such as various sharing options, the option to instantly delete any shots that you don't want, and an option to edit (if you select this then you will be able to choose a different app, such as Photos or Gallery to complete the action). A menu in the top-right corner of the quick view mode will also allow you to take rotate or crop the image on the fly, assign it to a contact or use it as the wallpaper on your device, view all of the meta data assigned to it and, if you have the location tagging feature activated, view the place on a Google Map where you took the picture.

On the following pages we will go into much more depth explaining these features and helping you get accustomed to using the Camera app on your Nexus. As you will see, it is a lot more versatile than you would think.

Using GPS tags

GPS location information

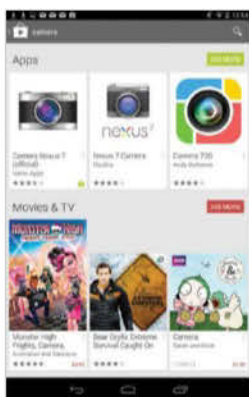
Launch your Settings app and tap on the Location setting, which is listed under Personal. Now ensure that the Location option is turned on and tap on the Mode to select 'High accuracy'. Now, while in the Camera app, tap the option to the right of the shutter button then choose the right-hand option. Tap the option on the left to enable GPS tagging and then the location of where your images are taken will be stored. You can view them on a map in quick view mode.



Shoot, store and share photos

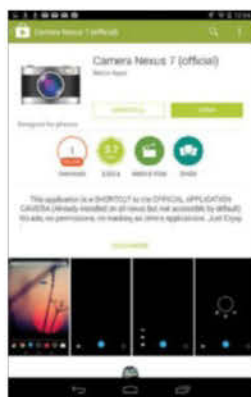
Learn just how easy it is to become a pro Android photographer when using the Camera app

Download the app



1: Go to store

Go to the Google Play store and search for the 'Camera' app.



2: Download app

You should find the Camera Nexus 7 (official) app – download it.



3: Add to dock

Press and hold on the Camera app icon and move it to the dock.



4: Easy access

You can now access the Camera app quickly and easily when you need it.



5: Launch app

Tap the icon to launch the app and start taking photos and selfies.

Shoot photos on your Nexus



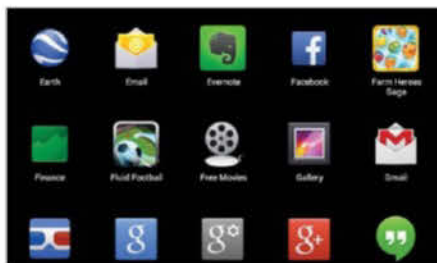
1: The camera

The Nexus 7 only has a front-facing camera, so it isn't the most conventional tool for pictures.



2: Taking a picture

To take a picture, simply frame what you want to capture and then press the blue button.



3: Viewing your pictures

To view the pictures you have taken, quit Camera and launch your Gallery app.



4: Finding your images

All of the photos that you have taken will be displayed in the Camera folder.

Adjust the exposure



1: Tap the icon

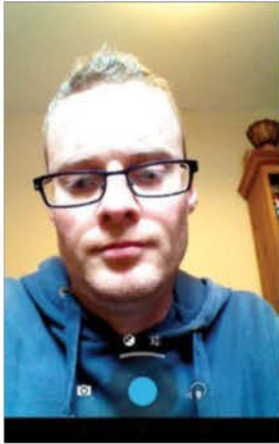
Tap the icon to the right of the blue button and choose the left option.



2: Adjust exposure

Now slide your finger over the scale to adjust the level of exposure.

Your camera options



1: Select options

Tap the icon to the right of the blue shutter button and then tap on the small settings icon on the right to start exploring the many options.



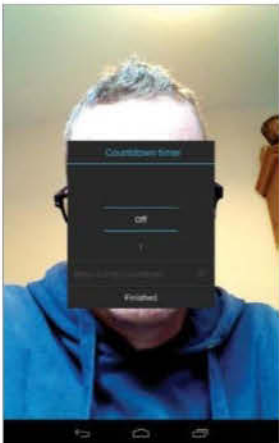
2: Main options

The main options of the Camera app will then be presented as a row of icons, each giving a visual clue as to what the option is for.



3: Location tagging

The option furthest to the left is for activating or disabling the location tagging. This will indicate where your images were taken.



4: Countdown timer

The second option from the left allows you to put a countdown timer in place so that you can line up your perfect shot and get in frame.



5: Picture size

The second option from the right relates to picture size. Here you can choose from 1 or 1.3 M pixels or select the VGA or QVGA options.



6: White balance

The final option, on the right, lets you adjust the lighting conditions to Incandescent, Fluorescent, Auto or Daylight to suit your needs.

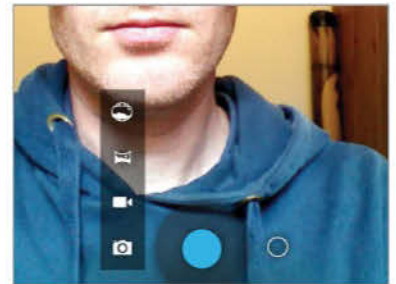
“The White Balance option lets you adjust the lighting conditions to Incandescent, Fluorescent, Auto or Daylight”

Shoot a video on your Nexus



1: Select video option

Tap the icon to the left of the blue shutter button.



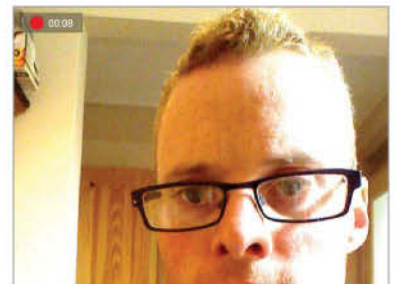
2: Tap video icon

From the list of modes, select the video camera icon.



3: Tap red to record

The blue shutter button will be replaced by a red record button. Hit this to start.



4: Recording process

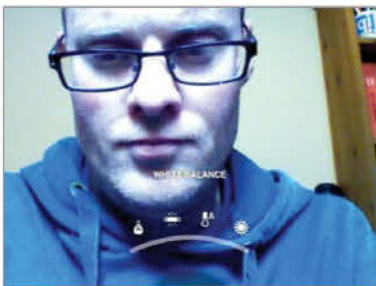
A timer in the top-left corner of the screen indicates the duration.

Your various video options



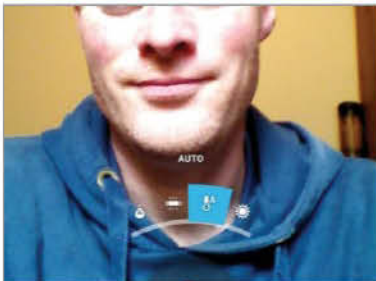
1: Accessing video options

Like the camera mode, you can tap the right icon to access video options.



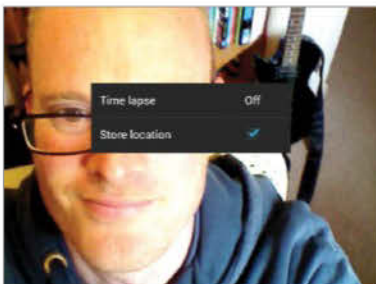
2: White balance

The left option lets you adjust the white balance and set the light conditions.



3: Auto adjust

In most instances it is best to stick with the Auto setting to let the device decide.



4: Other options

By tapping on the other icon you can set up time-lapse recording.

Quick view your pictures



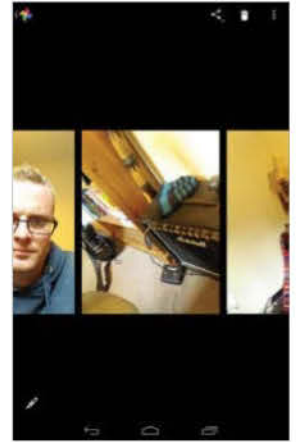
1: Take a picture

Line up and take a picture as normal and when you click the shutter a small thumbnail will briefly appear in the top-right corner of the screen.



2: Tap the thumbnail

Quickly tap on the thumbnail before it vanishes and your pictures will be displayed as a carousel in the Photos app (the live feed is to the left).



3: Scroll through

By swiping left or right you will be able to scroll through the various images that you have taken on your Nexus device. Tap to enlarge.



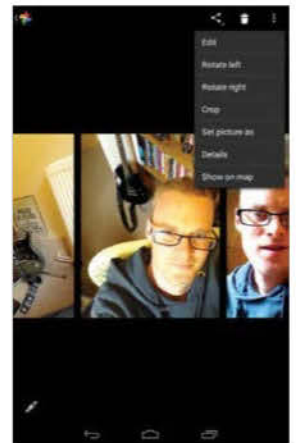
4: Deleting images

With an image enlarged, you can simply tap on the trash can icon in the top-right corner of the interface to delete it.



5: Pinch to zoom out

Press two fingers on the screen and pinch them together to return to the original picture view to continue browsing images.

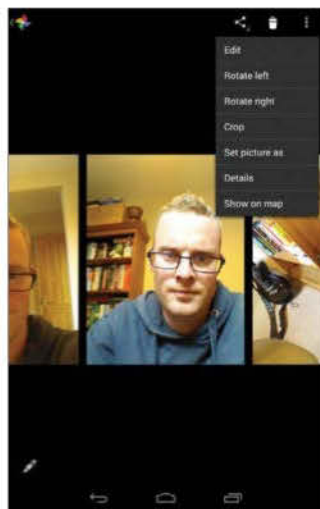


6: Set as...

Tap on the menu icon in the top-right corner and choose the 'Set picture as' option to use a captured image as your device's wallpaper.

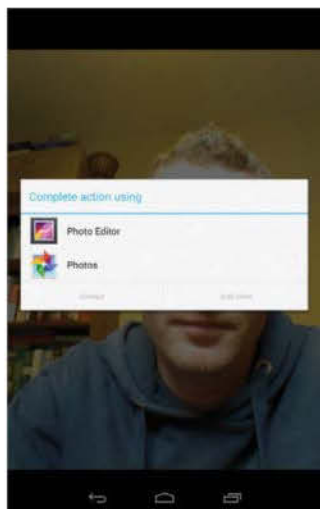
“Tap on the thumbnail before it vanishes and your pictures will be displayed as a carousel in the Photos app”

Edit your images on the fly



1: Tap the pen

When quick-viewing your images, tap the pen icon in the lower-left corner or tap the menu icon in the top-right corner and choose the Edit option from the drop-down list.



2: Select app

You will now be prompted to choose an specific app to complete the action. In this case, choose the Photo Editor app and the image will open in your selected app.



3: Apply a filter

At the bottom of the screen will be a selection of different filters that you can instantly apply to your image. Tap on one to select it and then tap Save to store the changes made to your image.



4: Add a frame

Tap on the second option at the bottom of the screen and a selection of frames will be displayed underneath your image. Scroll through them and tap on one to apply it.



Settings

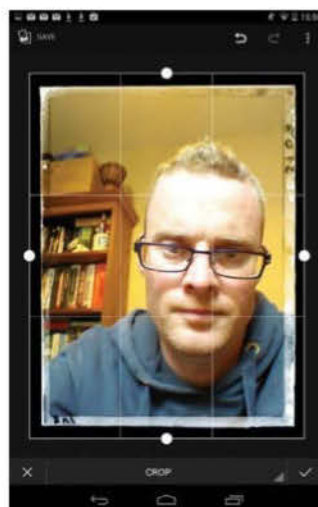
Tap here to view all settings and select quick settings to appear at the top of the interface

Modes

Tap this icon to view all of the available shooting modes that you can use

Shutter

Tap this button to capture images using your Nexus's Camera app



5: Crop and more

The third option lets you crop, straighten, rotate or mirror your image. So if it isn't already perfectly composed or aligned then you can make more adjustments here.



6: Adjust the colours

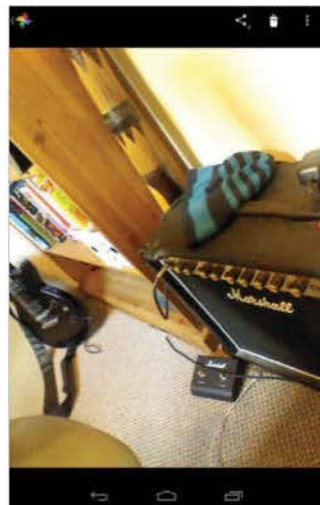
The final option lets you tweak and adjust all the various aspects of the lighting and colouring on your image. Browse through the menu options and make adjustments as necessary.

Share your images



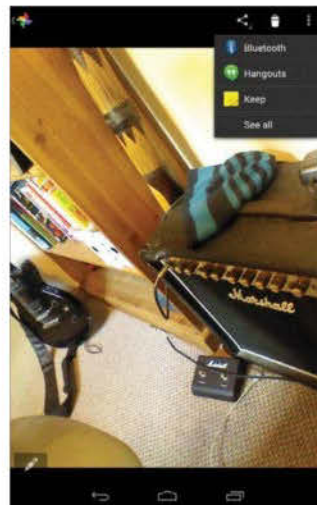
1: Enter quick view

Take an image and then immediately tap on the thumbnail to enter quick view mode. Now scroll through your images and select one that you would like to share.



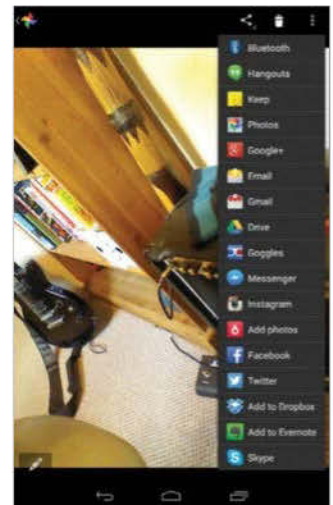
2: Tap the share icon

Tap on the Share icon in the top-right corner of the screen and a dropdown menu will appear displaying the various different sharing options that are available to you.



3: See all

If the initial trio of sharing options isn't to your liking then you can tap on the 'See all' option and all possible methods of sharing will be presented together in an extensive list.



4: Choose method

Tap on a specific option to choose the desired method of sharing and the picture will be added. For example, if you pick email then the image will be attached to a new email.

How to quick share images



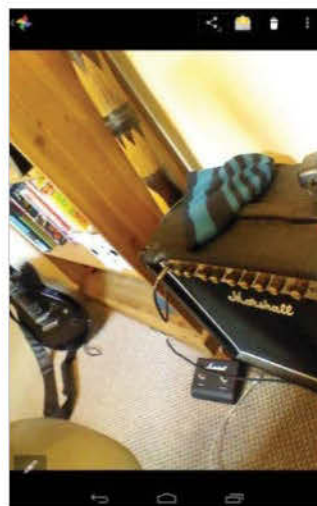
1: Default share

After going through the sharing process above and selecting a particular means by which to share an image, this method will then be set as the default sharing option in future.



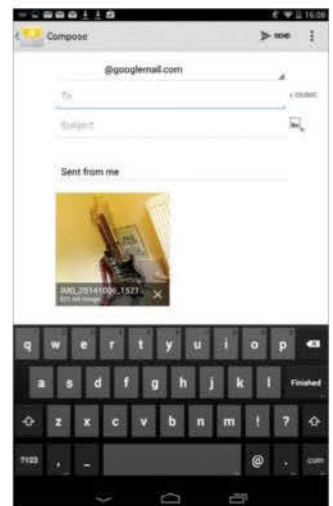
2: Quick tap

Now, when you select an image, the method that you last opted to use to share your images will be displayed next to the main Share icon at the top of the screen for easy access.



3: Tap to share

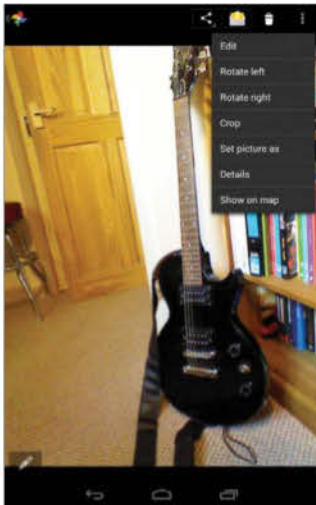
Now, instead of selecting the 'See all' option to view all available sharing methods to pick from, you can simply tap on the app icon that is displayed next to the Share icon to quick share.



4: Instant sharing

After tapping the icon, the image will then be instantly attached to whichever method of sharing you originally selected, making it quick and easy to share your images to your favourite social network.

Your quick view menu options



1: Tap the menu icon

While in quick view mode, tap on the menu icon in the top-right corner of the screen and a drop-down menu of options will appear containing various items to select.



2: Rotate

The first two options you'll see in the menu are Rotate Left and Rotate Right. You can select either of these options and the image will be instantly rotated 90 degrees in either direction.

Share

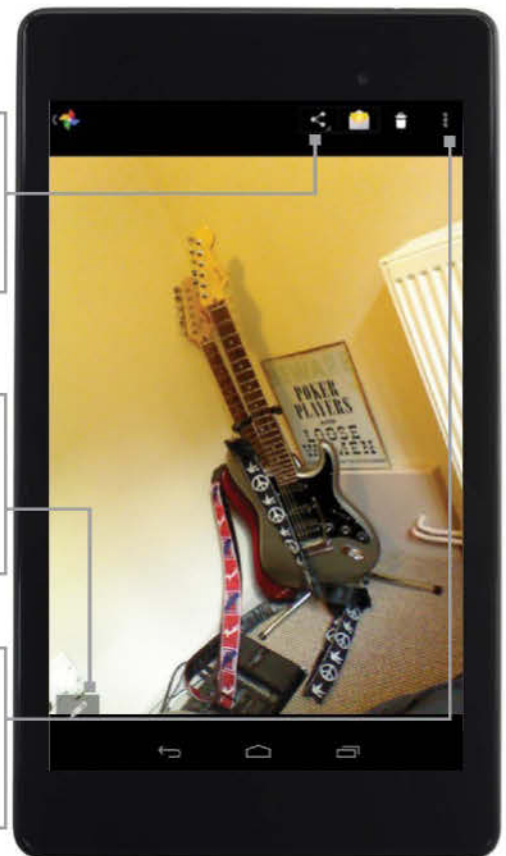
Tap this icon to select a method of sharing images in quick view mode

Edit

Tapping this icon will let you choose an app to apply edits to images

Options

Tapping this icon will provide a menu full of options to choose



3: Crop image

Selecting the Crop option will overlay a grid over the image. Press and hold on the corners to adjust the confines of the area to be cropped and then tap Save when done.



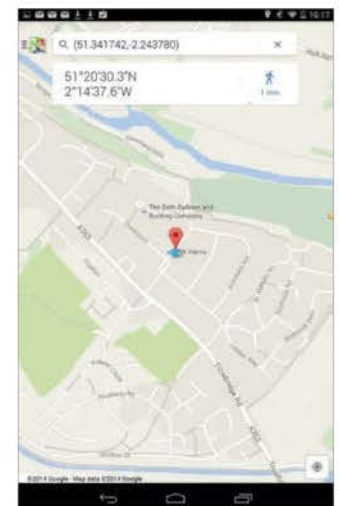
4: Set picture as...

Selecting the 'Set picture as...' option will let you assign the image to a specific role, such as a contact photo or an eye-catching wallpaper to adorn the home screen of your device.



5: Show details

Tapping on the Details option will let you view all of the meta data associated with the image, including the dimensions, settings, location data (if enabled) and much more besides.



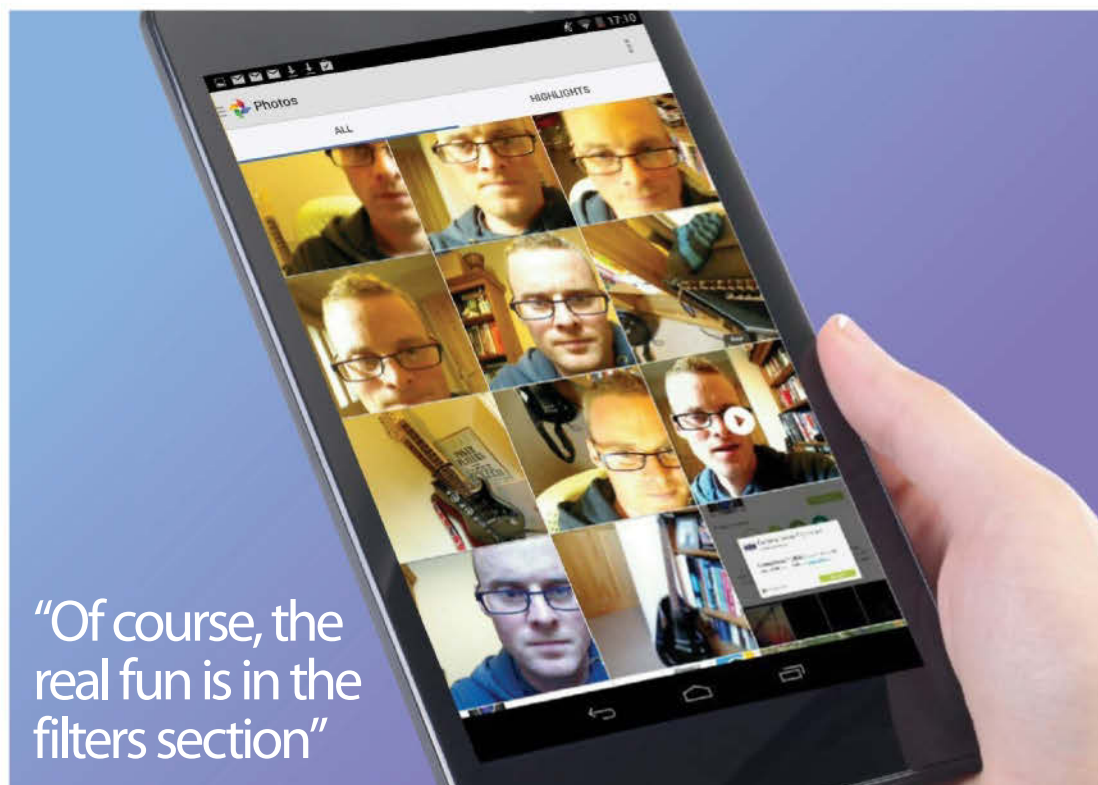
6: Show on map

Finally, selecting the Show On Map option from the menu will launch the Google Maps app and drop a pin on the exact location where your image was taken, if location settings are enabled.



Google Photos

Enhance your photos with cool and retro filters and frames to make them look better, back them up for safekeeping, then share them, create an album and even a montage

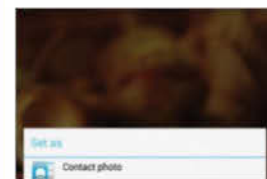


"Of course, the real fun is in the filters section"

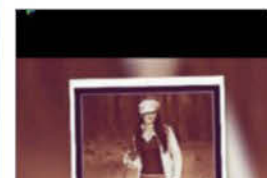
What it can do:



- **Creative filters**
Give an image style and tone



- **Use your image**
Set the photo as wallpaper



- **Create movie shows**
Combine pics, video & music

Make your images look better

Improve, back up and share your photos and videos, or create a new film from them

Navigate around the app

Tap on the Google Photos app to get started. Be aware that as with all things Google now, there's significant Google+ integration, whether you want it or not. The main Photos menu splits into two tabs covering Camera and Highlights. What's under the Camera heading, though, is actually all your camera and imported images in folders. Under the heading you will see both shown, with one image having a Folders tag on it. Tap on this to browse through the entire Nexus device for images. Along the top of the screen are three icons covering creating a film, searching for

specific images and a small menu covering Settings and basic operations like signing out, sending feedback and finding Help. On the left, there's the main menu (Fig 1), right next to the Photos icon; this shows which account is using the app, then has entries for Google+, Photos, Albums, Auto-Awesome, Videos, Photos of you and the delete bin. Obviously, tapping on Photos from this menu now doesn't do anything, but if you are in any of those other apps listed, tapping Photos brings you back here. Tap the down arrow next to the account name and then on 'Select Google+ page' to choose a different one.

Make photos look better

Tap on Folders and browse to the category you want to look in. Tap on the More icon to go directly into it to have a look around. Tap on an image to select it and you then have a number of functions to access relating to it. The image-editing option is the paintbrush in the bottom-left corner. There are three functions here, starting with Rotate. The Crop tool is next and has some basic options: there's Free mode where a grid can be dragged into any shape. Tap on the tick icon to initiate the crop. Or there's a Square option, as well as one to return back to the original layout. Of course,

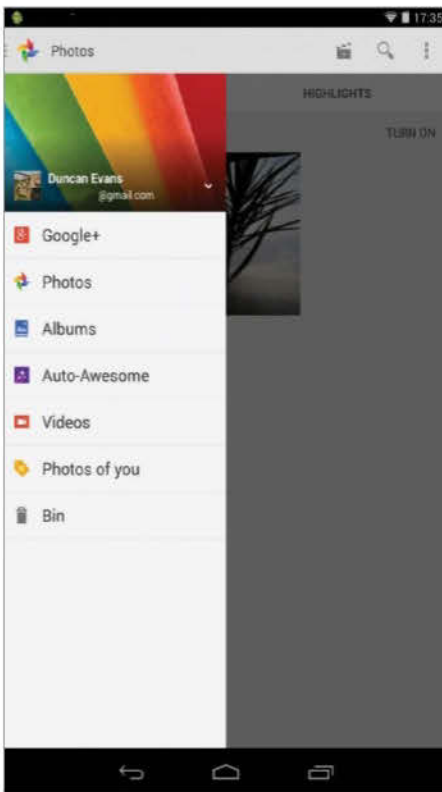


Fig 1: Navigate to other image-related apps as well as Google+ from the main menu. You can always tap Photos to return

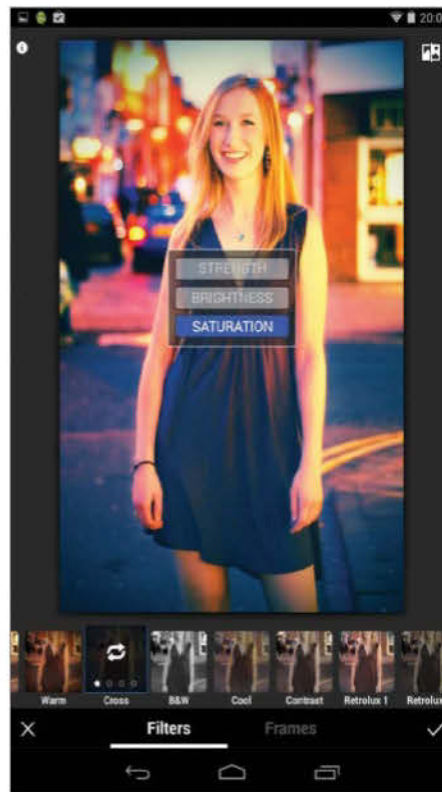


Fig 2: Each filter has extra versions for variety and you can increase or decrease the strength of effect, brightness and saturation

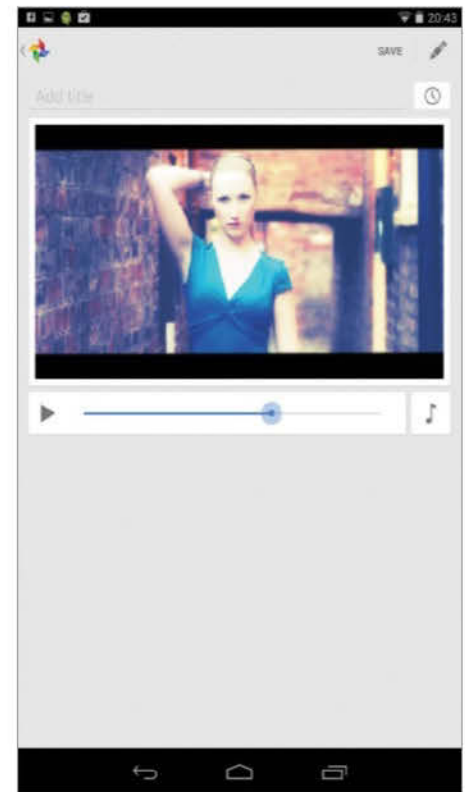


Fig 3: Create basic slideshow movies from your photos and video clips, then add music and a title and upload to Google+ or share

the real fun can be found in the Filters section and here there are a selection of vibrant options for filters or frames. There are nine filters to choose from; tap on one to select it. Now, tap and hold on the screen and drag up or down to use a pop-up menu to select from Strength, Brightness and Saturation and more (Fig 2). Tap and drag left and right to decrease and increase the function that you just selected. Also, take a look at the filter box itself. It will have a number of small dots in it. Each one represents a different version. Tap on it to change to the next option.

Create a slideshow

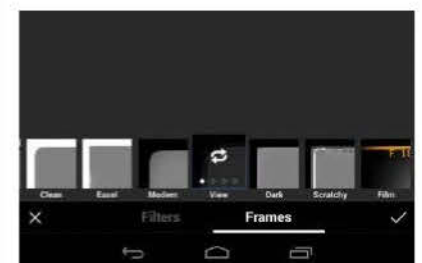
From the main photos menu there are options to turn on the automatic backup of images to Google cloud storage. While this acts as a safety net in case your photos accidentally get deleted elsewhere, it also brings into play the Google Auto-Awesome feature, which works when you either upload images to Google+ or use the backup feature. The feature checks to see what content has been uploaded and then can make HDR or panoramic images, merge group images into one photo, combine action shots and even do a little nifty object removal if you have more than one photo

featuring the same place. There are also Auto-Awesome movies and these can be created directly from within the Photos app. Tap on the clapperboard icon on the top row and browse to the folders where your images and videos are stored that you would like to include in the movie. Tap the tick sign next to a folder name to include everything in that folder or go into it and select media individually if there are specific files you want to use. You can also tap on the stretch icon and zoom in to a particular part of an image to use. When you have made your selection, tap on Select to go to the editing element (Fig 3). Here you can swipe left and right on the screen to select from categories such as natural, 8mm film, action, cinema, documentary, extreme, festival, glamour, lo-fi, memory lane, modern pop, punk, showtime, silver screen, the great outdoors, urban landscape and vintage. Each one has a different colour style and some effects and has a different way of transitioning from one screen to another. Tap on the music icon to select a different style of music; the pencil to add a title or remove images/movies from the running order. Tap on Save to output the film in 480p or 720p quality.

Frame it

Add the finishing touches

Want to add the perfect finish to your edited image? Go to the paintbrush icon and select Filters, then Frames. There are plenty to choose from, including round, worn, instant, filed, clean, easel, modern, scratchy, dark, curved and scraped, scratchy and film stock. As with the filters, each frame has some variations. Just tap on the frame icon to see the next one. There is also a frame width parameter. Slide left and right on the image to adjust the size of the frame.



Apply filters, borders and tweaks

Use tap controls to add effects, create movies to share on Google+ and upload to social media

Edit, tone and improve your images



1: Go to Edit mode

Select a photo to enhance and tap on the paintbrush icon to start editing.



2: Crop to shape

Tap on the Crop tool and use this to trim wasted space around the image.



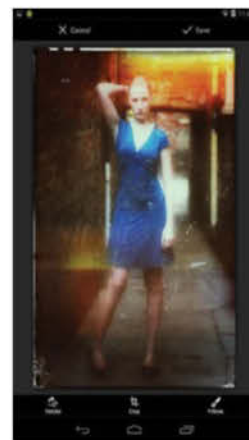
3: Apply filters

Tap on Filters and select a filter. Tap again to choose a different version.



4: Adjust effect

Tap and hold on the image to select a variable. Slide sideways to increase.



5: Finish and save

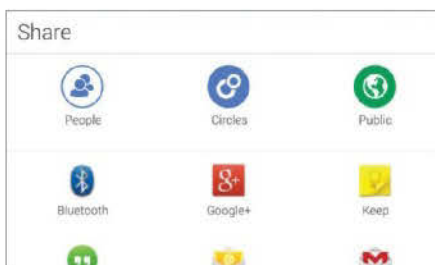
Tap the tick icon when you're done. Then tap on Save to apply effects.

Share on Google+ and social media



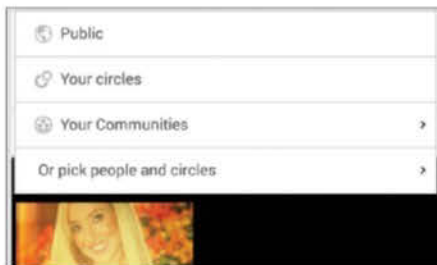
1: Find the image

Navigate through the folders to find the image that you want to share, then tap on it to load.



2: Start the sharing

Tap the Share icon, bottom middle, to bring up all the services and options.



3: Share with Google+

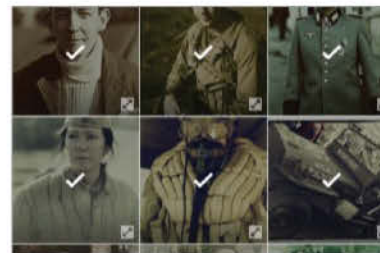
Tap on Google+ and then the down arrow by To. Select Public so everyone can see it.



4: Fill out the title

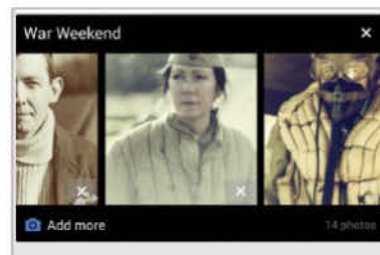
Add a title for the album, fill in a description and maybe add more photos. Then tap Share.

Quickly create an online album



1: Select entire folder

Tap on a folder to open it, then tap each image to select all of them. Tap Share.



2: Create new album

Select Google+. Enter viewing option, text and album name, then tap Share.

Make a movie from your photos



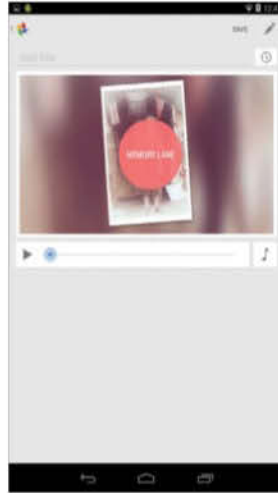
1: Find the images

From the main Photos screen, tap on the clapperboard icon on the top row. Then navigate through the folders to the location of the images.



2: Select ones to use

Tap images to select them to use in the movie. Also, tap on the stretch icon to go to an image and then zoom in to the part you want to show.



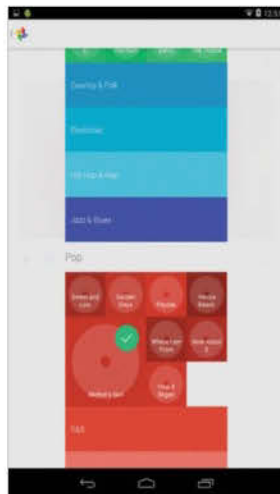
3: Build the movie

Tap on Select when finished, to start building the movie. Tap and slide left and right on the image to select a different colour and transition style.



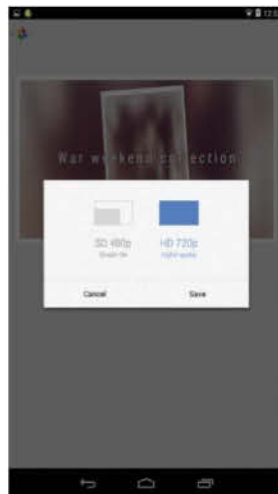
4: Increase the time

Tap on the timer icon, top right, to bring up the length of the movie. Use the Short and Long shortcuts or tap and drag the timer manually.



5: Add some music

Tap on the music icon to select from the various styles of accompanying tune. Listen to the previews, then tap on the back icon, top left.



6: Edit and save

The pencil icon lets you add a title and remove any images by sliding them off. Then tap on Save and select SD or HD to output the movie.

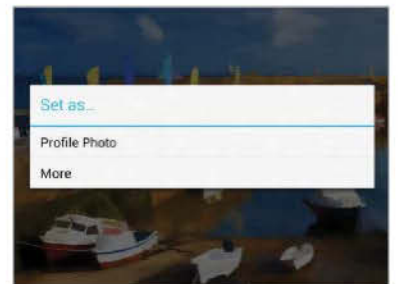
“Slide left and right on the image to select a different colour and transition style”

Use images on your Nexus



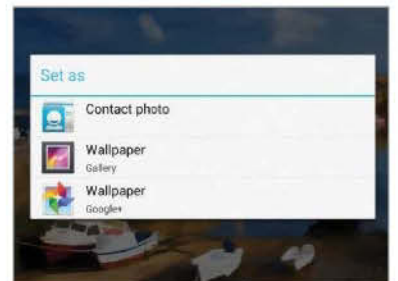
1: Select an image to use

From the Photos screen, go through the folders and tap the image to use.



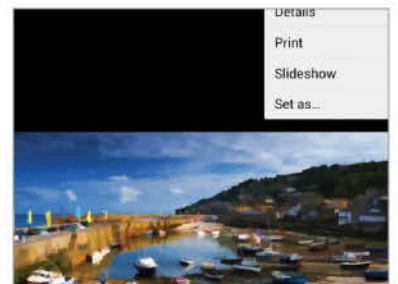
2: Make it a profile photo

Tap the Menu icon and select 'Set as'. The first option is as a Profile Photo.



3: Make it the wallpaper

Tap on More and there are options for contact photo and types of wallpaper.



4: Watch a slideshow

Or tap Menu and select Slideshow. All images in that folder are displayed.



Gallery

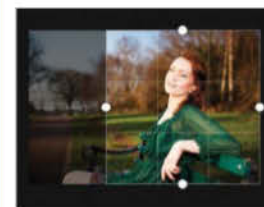
Discover how to enhance images on your Nexus with a range of essential editing tools



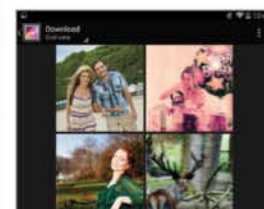
What it can do:



- **Apply filters**
Add vintage effects to snaps



- **Improve images**
Crop and tweak the effect



- **Export images**
Save edits as separate files

Edit your images anywhere

Transform photos with the editing options in the Gallery app

Add filters to photos

The Gallery app on your Nexus tablet is more than just a photo album. It also sports features that let you perform some minor image surgery. Editing your photos is easy: open up a picture in the Gallery and tap the pencil icon to make changes. This will display four tabs along the bottom of the screen: one for photo filters, represented by three intersecting circles; one for frames, represented by a square; another for cropping tools, symbolised by overlapping lines; and colour adjustments

represented by a circle with a plus and minus in it. It's simply a case of tapping on any of them to view a sub-set of tools.

The easiest place to start is with the photo filters. Similar to those you might find in apps like Instagram or Snapseed, you can apply effects to your images instantly by selecting options from a swipable list (Fig 1). Filters give your pristine digital photos a more celluloid look, with intentional flaws such as washed-out colours. To add to this vintage look, you can also choose from a variety of different

frames in the second tab, including damaged photo film and wooden veneers.

Advanced editing

However if retro photo filters aren't for you, Gallery also includes some more advanced tools to help you produce modern-looking images. Tap the fourth tab, which includes a colour adjustment tool, represented by a circle with a plus and minus in it. You'll see a number of different settings to play with here. Select Apply Autocolor if you want your Nexus

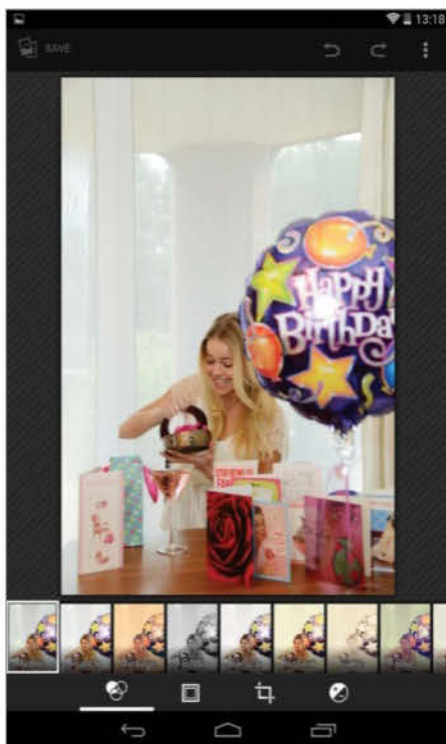


Fig 1: Choose from one of 10 filters to quickly add a retro, Instagram-like effect to your photos – or create your own

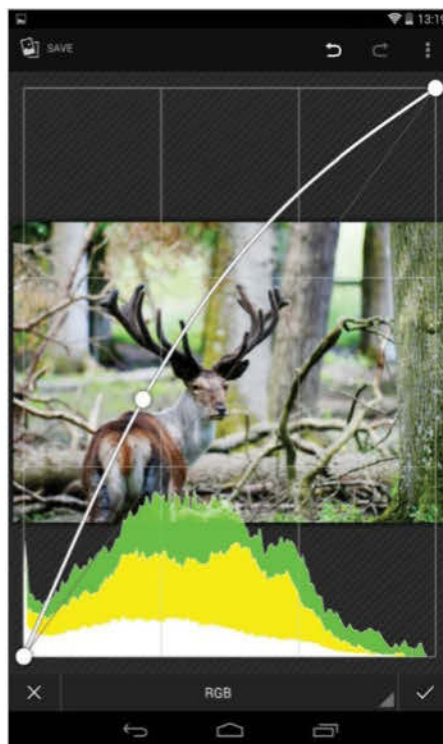


Fig 2: Using the Curves tool you can adjust the red, green and blue channels in an image by bending the curve histogram

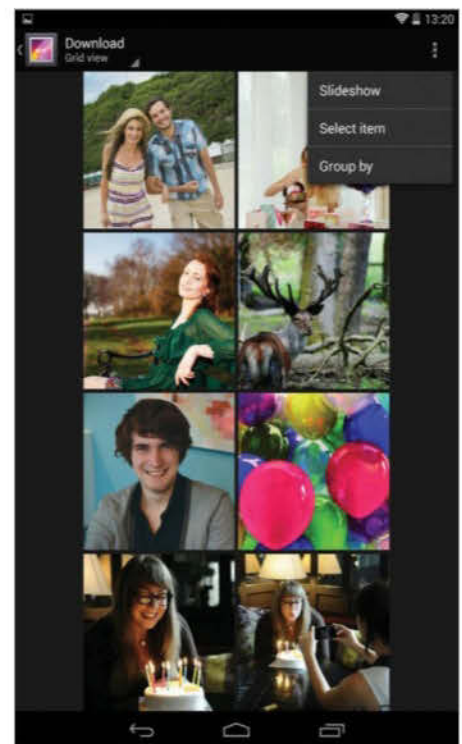


Fig 3: Select Slideshow from the drop-down menu to view a presentation featuring all of the photos in an album

to adjust your photos for you, or to tweak settings individually, tap the settings you want to adjust from the scrollable list – such as Exposure, Brightness, Contrast, and so on.

If you're familiar with Curves adjustments, Gallery has an option. Select Curves from the list of tools, and a curve histogram will appear on your photo (Fig 2). Use your finger to adjust the image curve as you see fit, then tap Apply Curves when you're happy with the results.

Did you make a mistake while editing or worry that an adjustment has degraded rather than improved an image? Gallery's editing tools are non-destructive, which means you can undo all your changes in one swoop. Just tap the backwards-facing arrow in the upper-right to undo a step, or select Reset from the drop-down menu to completely undo all changes to the original image.

Organise pictures

While you are better off using your Photos app to sort images, Galley also lives up to its name as a place to view pictures with a range of organisation tools. By default, Gallery displays your images in albums, for instance, one for those you've taken with your camera, another for those you've downloaded, or any custom

albums you've made to collect holiday photos or any other occasion. However, you can also filter photos by the date they were taken, where they were taken, even by who is in them. We've included a step-by-step guide on how to do this over the page.

Gallery also automatically syncs your photos to any cloud accounts, such as Picasa and Hangouts, to ensure you don't lose your photos. However, if you don't want Gallery to do this, select Settings from the three-dot drop-down menu in the main Gallery screen. From here you can toggle Google photo sync on and off. To preserve your data allowance, you can also select to only sync photos when your Nexus is connected to the Wi-Fi.

Like a digital photo frame, you can also use Slideshow mode to stream images in an album one after another (Fig 3). Enter an album, then tap the drop-down menu and select Slideshow to access this feature. This is a great way to share holiday photos with friends and family, or give portable presentations. The only downsides to using the Slideshow is that it displays images in an album according to the date they were taken, and there is also no way to adjust the speed that it moves from image to image.

Show changes

Compare before and after

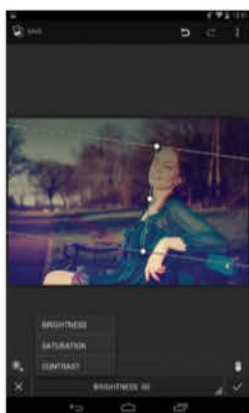
When you are making lots of tweaks to your images in editing mode, it can be difficult to keep track of what changes you've made – even what the original image looked like. Rather than tapping Do and Undo repeatedly, select Show Applied Effects from the three-dot drop-down menu. This will display all the tools you've used on an image along the bottom of the screen. You can also slide across the adjusted image to compare it with the original.



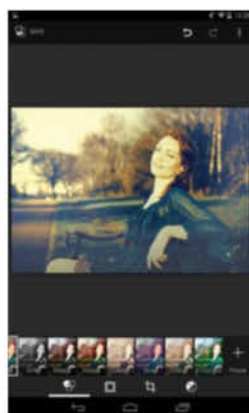
Manage images in the Gallery app

Perform precise edits and also take control over how images are viewed and saved

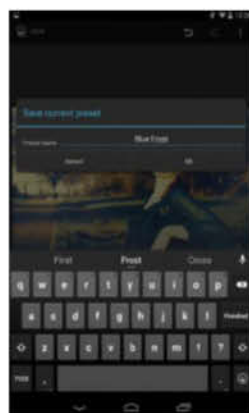
Make your own preset photo filter



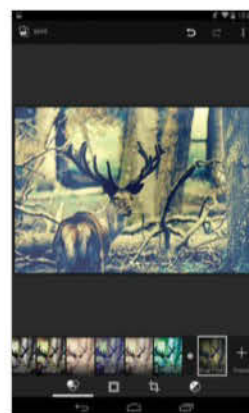
1: Edit your image
Use the existing filters and other tools to create a unique look.



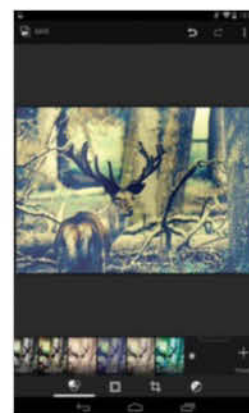
2: Add preset
Tap the plus symbol at the end of filters to save the adjustment for future use.



3: Name your filter
Before saving your filter, give it a name to help you remember it.

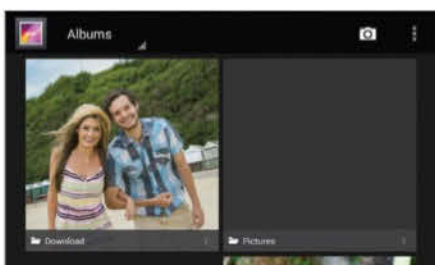


4: Apply new filter
When editing an image, select your filter from the end of the filter tab.

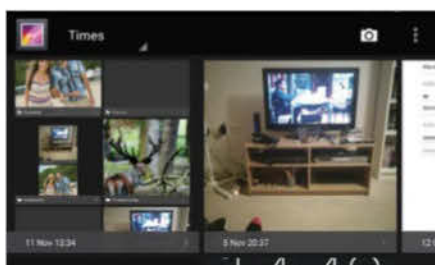


5: Remove filter
If you want to delete the filter, swipe upwards on its symbol in the filter tab.

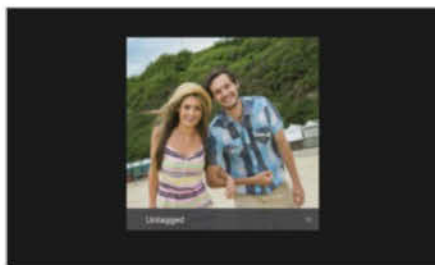
Sort your images by type



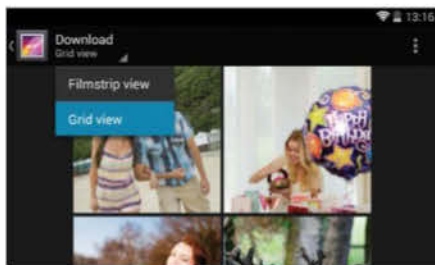
1: Album view
Tap the left-hand drop-down menu to select a different way to sort other than album name.



2: Time and place
The Location filter sorts images by where they were taken, while Time sorts them by date.

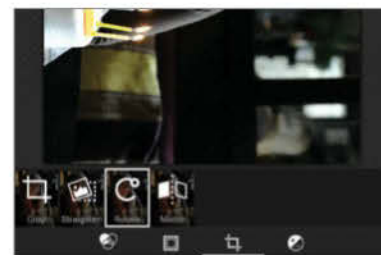


3: People and Tags
People view sorts photos by who is in them, while Tags sorts by keywords.

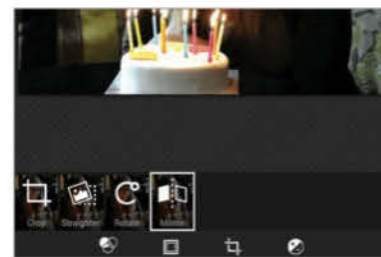


4: Grid or Filmstrip
When inside an album, tap the left-hand menu to sort between Grid and Filmstrip Views.

Rotate your photos



1: Rotate pictures
In the Crop tool's editing sub-menu, tap Rotate to spin images around 90°.



2: Mirror image
Tap Mirror to invert your photo left or right, as well as up or down.

Only edit a select area



1: Select Local tool

Sometimes, only a specific part of a photo needs to be brightened, or even saturated. Select the Local tool from the fourth tab of editing tools.



2: Fit to area

A dot will appear. Pinch to increase or shrink how much of the image the dot covers, and tap the centre dot to move it around.



3: Select adjustment

Tap the bar at the bottom of the screen to choose between adjusting the brightness, saturation, or contrast within the local area.



4: Use slider

Once you have picked what to edit, use the slider bar to control the extent that adjustments are applied to the selected area.



5: Further tuning

You can even make adjustments to multiple areas at once – just tap the + symbol to the left of the adjustment bar.

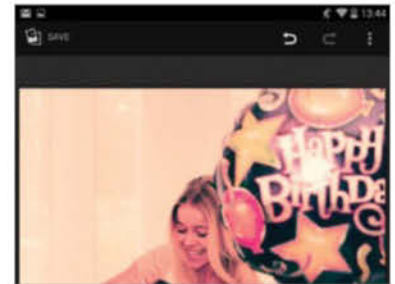


6: Complete the process

To undo adjustments, tap the trash can symbol. Tap the tick symbol to complete the editing process.

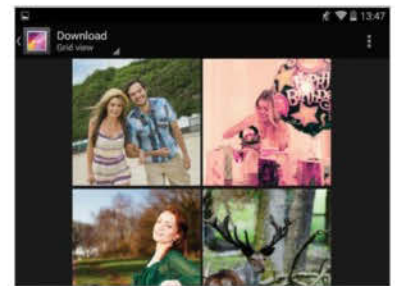
“Gallery’s editing tools are non-destructive, which means you can undo all your changes in one swoop”

Two ways to save edits



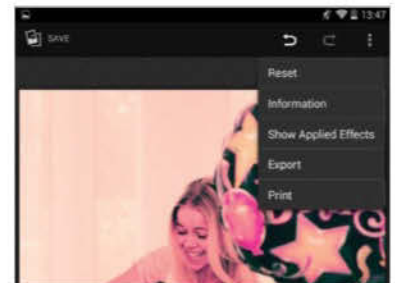
1: Simple save

To quickly save images, tap the icon in the upper-left corner.



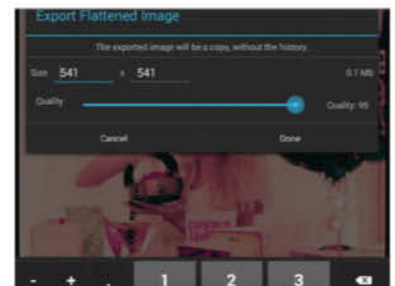
2: Override original

This will override the original photo, but preserve the adjustments in editor.



3: Use Export

Select Export from the menu to save the edited image as a separate image.



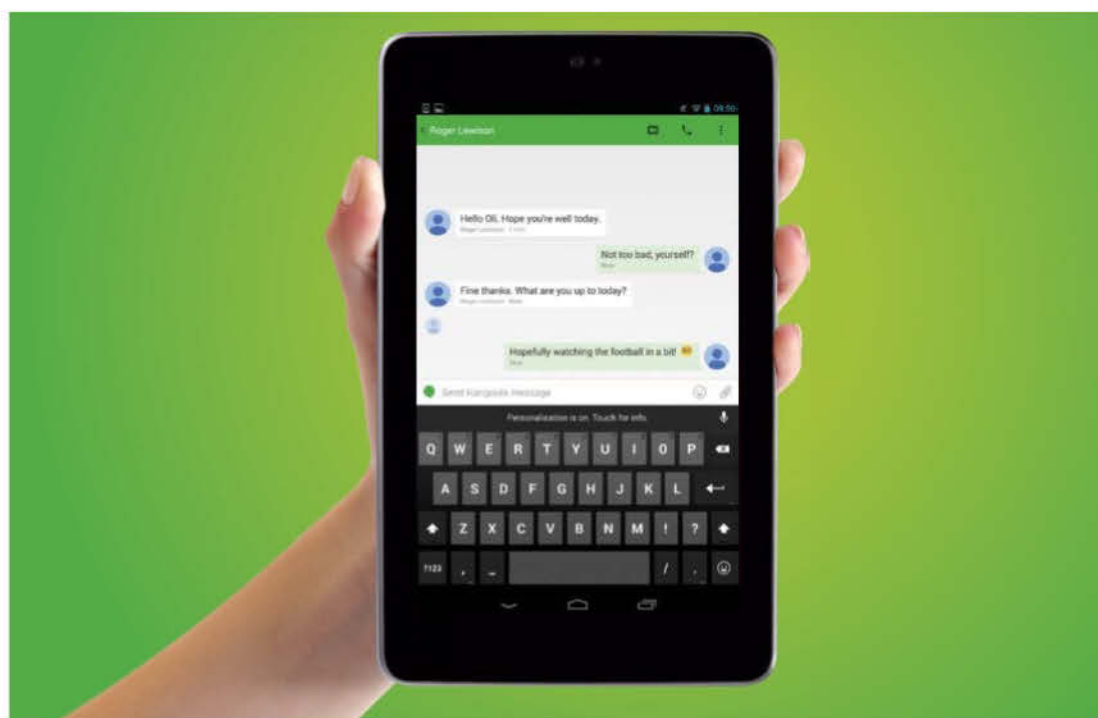
4: Advanced features

This option even allows you to choose the image quality and resolution.



Google Hangouts

Google Hangouts is one of the best apps available for users who want to stay connected



What it can do:



- **Attach photos**
Send photos to contacts



- **Video calls**
Use the camera for video



- **Set mood**
Share how you're feeling

Send messages with Hangouts

Create messages, start video calls and connect with people in the Hangouts app

Start messaging

When you first open up the Google Hangouts app, you'll be greeted by a list of all the contacts associated with your Google account. You may be surprised with just how many people are listed! By pressing on a contact, you'll instantly be taken to the messaging system contained within the app for you to begin messaging. The messaging system used here is very much the same as you'll find in most other instant messaging apps, with all messages appearing in chronological

order (Fig 1). It's important to remember that you really don't need to stay in the conversation; if you back out of it then you'll receive notifications when a new message arrives for you to read. To take it a step further, you can add various emoticons to liven the conversation up a little through the icon on your keyboard, or even add a voice message. On the other hand, you may want to take the conversation in a different direction by using the camcorder icon in the top-right of the app. This will turn your conversation into a camera

call, using the front-facing camera on your Nexus. Just be warned that this is a massive drain on your device's battery life so it's best to use this feature sporadically.

Find new contacts

With all the Google apps syncing together, the contacts generated in Hangouts will be people you've connected with on Google +. Even if you've not added them to your network, the app will still list them as a contact and unfortunately there's no workaround

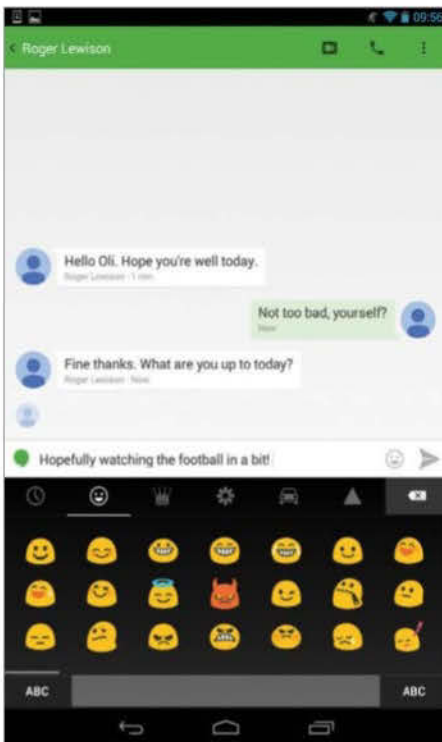


Fig 1: Messages don't need to be purely text based; instead you can add emoticons and other images to any message you send

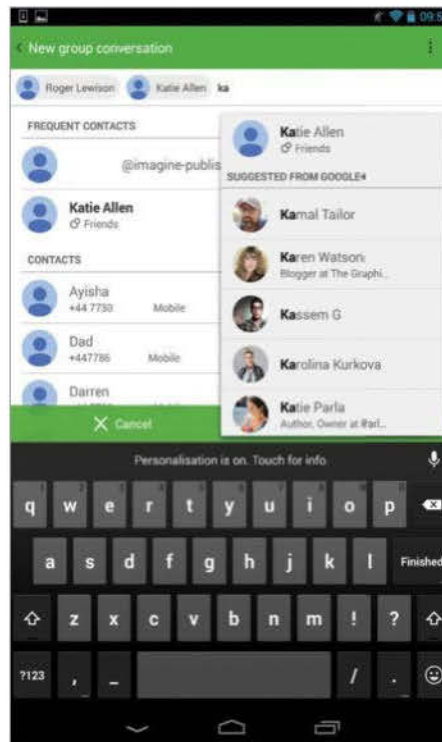


Fig 2: Use the search function at the top of the app to find new contacts via their email, phone number of Google + login name



Fig 3: Set your mood to alert your contacts on how you're currently feeling and if you want to be contacted

solution for that. However, it's entirely possible to start a conversation with someone who isn't previously in your network by going to the search function at the top of the app. When you then type a name into it, you'll find a separate list of potential contacts appear (Fig 2). One of the best things about this system is that you can send messages to anyone and everyone. Whether it's an email address, phone number or a link to their Google + account, Hangouts makes it easy to find and add new contacts.

If the contact you add doesn't have a Google account, or they haven't downloaded the Hangouts app, they'll be prompted to get both when you first send a message. It only takes them a few minutes to complete and then they'll be able to read your messages in their entirety and be listed as a fully connected contact in your Google Hangouts list.

Set the mood

As well as being one of the leading messaging clients for Nexus users, Google Hangouts has an array of social media aspects that make it vaguely similar to the likes of Facebook and Google +, but without the wealth of features that both of these apps offer. Through the

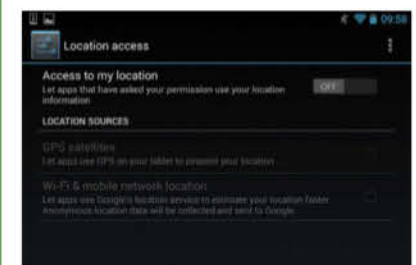
menu icon at the top of the app, users can explore various options to customise their Hangouts profile. The first one you'll come across is changing your profile picture, as no picture will be associated with your account when you first access it. Next, you'll find the Share your Status menu (Fig 3), which can be used to set your current mood and alerts your contacts to how you're currently feeling. It's a small thing, but definitely worth checking out if you enjoy using social media. Scrolling through this menu will also provide you with all the options needed to set how your Hangouts account responds to notifications received when a new message appears, as well as setting restrictions on who is able to send you messages and how they add you to their networks. Use this option to block any spam accounts that may have previously tried to contact you.

The bottom of this menu has options on how you connect to Google +. If you're not an avid Google + user, then you may want to restrict the impact it has on your other account. After making all the changes to your account, you should notice the changes the next time you load up a message within the Google Hangouts app.

Wi-Fi & Location

Good options to activate

Hangouts is great for a lot of things, but it doesn't work very well in certain situations. To get the most from the app and its features, it's imperative that you've both the Wi-Fi and Location Access options enabled on your Nexus. Without these, you won't be able to receive new messages, or attach your location to messages that you send. Having the Wi-Fi option enabled will also be helpful when it comes to receiving updates to the app directly from Google.



Explore messaging in Hangouts

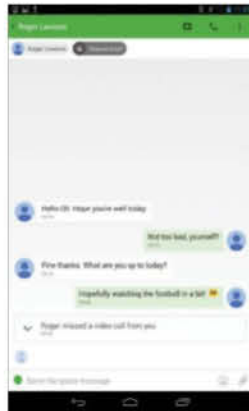
Learn how to use some of the best features that Google Hangouts has to offer

Start a group conversation



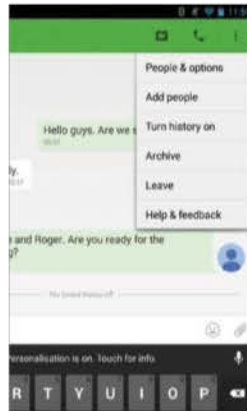
1: Initial contact

Choose a contact from your list and start a conversation with them.



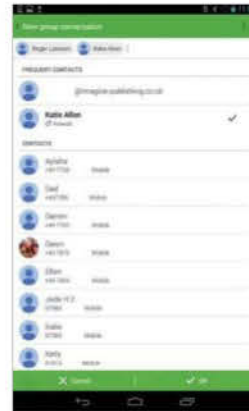
2: Anyone else?

Add another contact with the Anyone Else? option at the top.



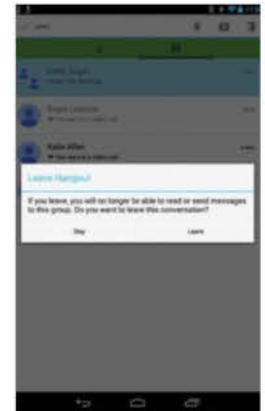
3: Another way

Alternatively, you can use the Add People option in the side menu.



4: Add contacts

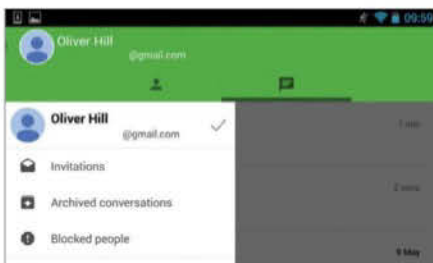
You can add up to eight contacts to a standard message conversation.



5: Leave the group

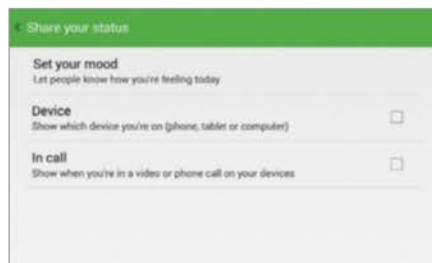
Use the Leave option in the side menu to exit from the conversation.

Share your status in Hangouts



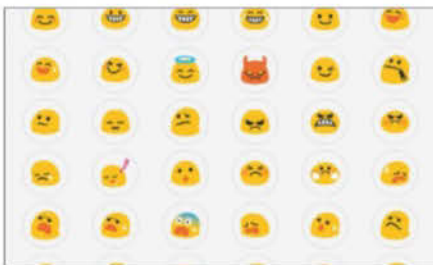
1: Open side menu

With the Google Hangouts homepage loaded, press on your name to open the side menu.



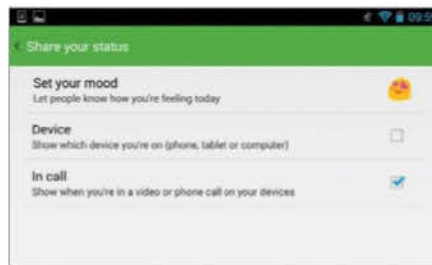
2: Set your mood

Choose the Set Mood option and then the Share your Status tab from the next menu



3: So many emoticons

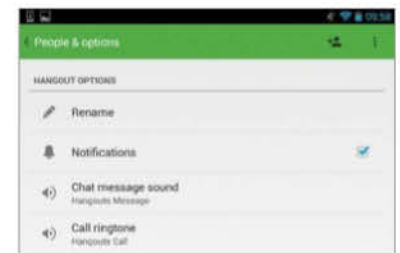
There are hundreds of emoticons that can be used to set your mood, so make your choice.



4: Set the parameters

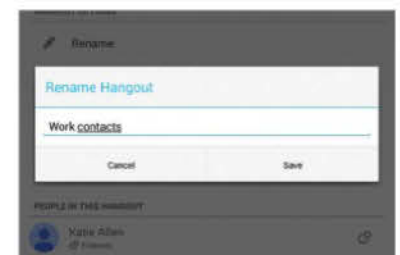
Make sure to tick the In Call option so that your status is sent while you're taking a call.

Rename your conversation



1: Find People menu

Open the People & Options tab from within the Google Hangouts settings.



2: Add a new name

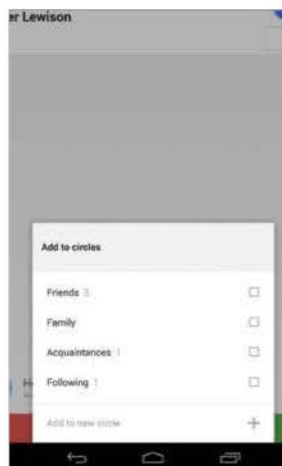
Select the Rename option and set a new name for a conversation.

Manage contacts and messages



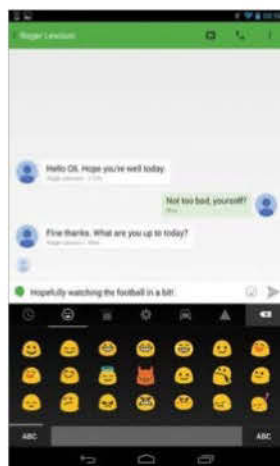
1: Accept invite

If you receive a message from an unknown contact, a menu will ask you to confirm or ignore the sent message. Press the Accept button.



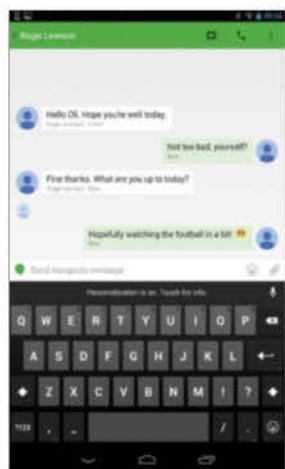
2: Add to a circle

When accepting the message, add the contact to your account by placing them in one of your Google + circles that you've created.



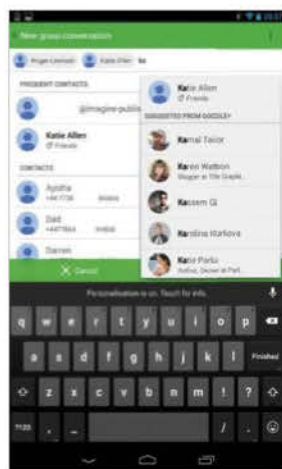
3: Start to send

You can now begin sending messages to the newly added account. By long-pressing on their profile picture, you can also add an image for them.



4: Noticeable lag

It's important to note that you may find some lag between messages appearing and when they were sent if it's a new Hangouts contact.



5: Contact list

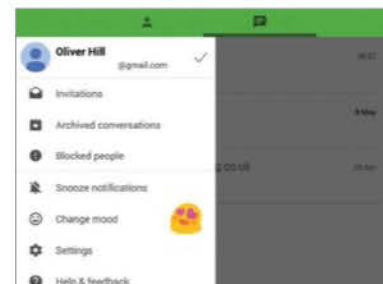
If you back out of the conversation, you should see the contact under the Frequent Contact list, along with their Google + profile.



6: Get an overview

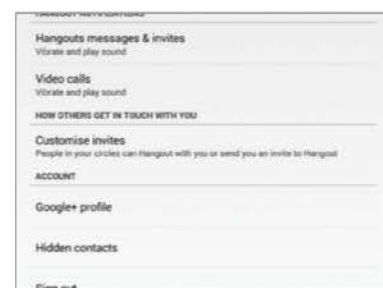
Back out even further to the Hangouts homepage and select the message icon for a list of recent conversations you've been involved in.

Stop receiving invites



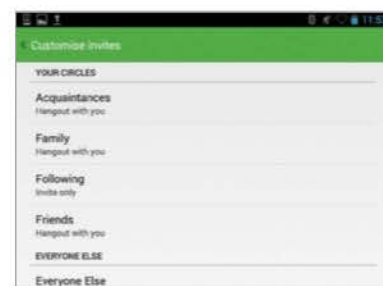
1: Open Settings menu

Open the side menu in Hangouts and select the Settings menu option.



2: Choose your account

Select your email from the list and then choose Customise Invites from the list.



3: Who to restrict?

Now select which contacts you want to restrict messages and invites from.



4: Ignore everything

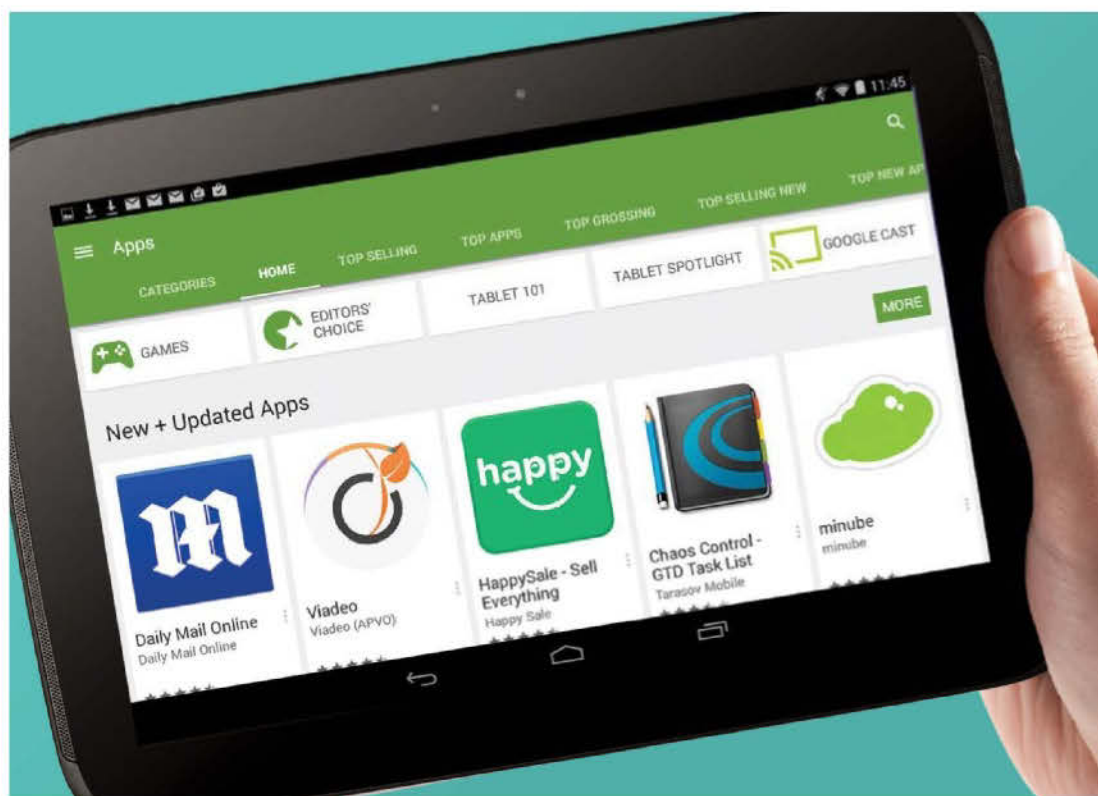
Selecting the Ignore option will mean you won't get any notifications through.

“If you receive a message from an unknown contact, a menu will ask you to confirm or ignore the sent message”

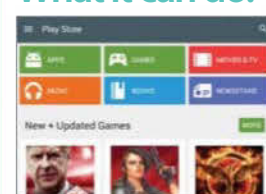


Google Play

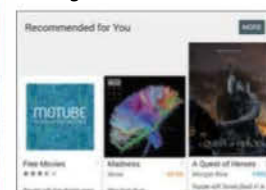
Discover how to get the best out of this one-stop entertainment shop on your Nexus and realise the potential of thousands of games, songs, apps and much more



What it can do:



- **Apps for everyone**
A huge selection to browse



- **Recommendations**
Based on purchases



- **Books and Newsstand**
Find great reading material

Stay entertained with Google Play

With the Play Store app on your Nexus, you can rest assured that you'll never be bored again

Simplistic and intuitive

The Google Play Store app is a great feature of your Nexus. It always has what you want and when you want it. Whether you're after an addictive game to pass the time waiting for the bus, an app to manage your finances or you simply want to kick back with a classic film, Google Play has it all – and the Android 5.0 update has given it all a fresh sheen.

As soon as you load the app, its main screen presents you with numerous options. At the top there are the categories of the Play Store

that can be explored, such as Apps, Games, Movies & TV, Music, Books and Newsstand. Below this you can swipe down to see all kinds of other goodies available to you. This can include special sales (Fig 1), recommended purchases, all-new Google Play features and top-rated media. You can tap on each of these sections to see further exciting items or tap an app to find out more about it.

If you've got something more specific in mind, head to the very top of the interface and tap the magnifying glass icon. This opens up a

search bar, so type in what you're looking for. This can either be a specific name or a generic term. Google Play will come up with a list of suggestions as you type, and tapping on one of these will take you directly to the app, song, album or whatever you're after right away.

Helpful menus

If you want to return to the main screen at any time, tap the Play Store 'shopping bag' icon at the top left. This will call up a short list of options (Fig 2), the first of which is Store home,

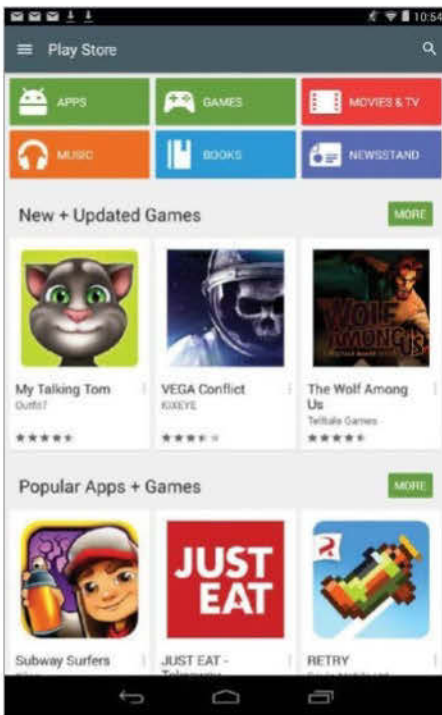


Fig 1: In the main menu you'll see some great deals on entertainment as well as recommended purchases tailored for you

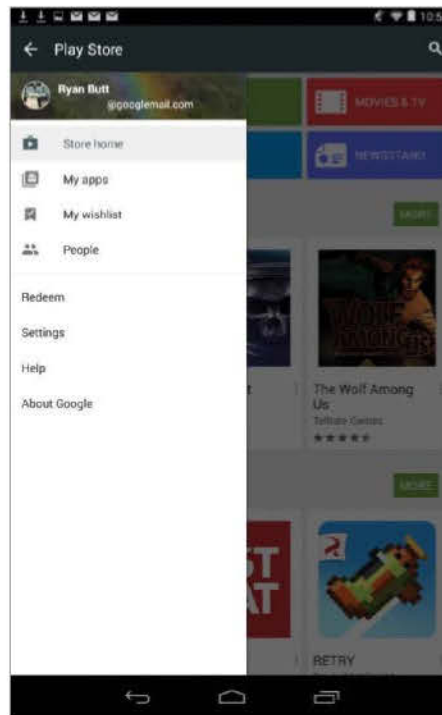


Fig 2: You'll never get lost in the Play Store's entertainment jungle again, as long as you use this little menu to take you to key places

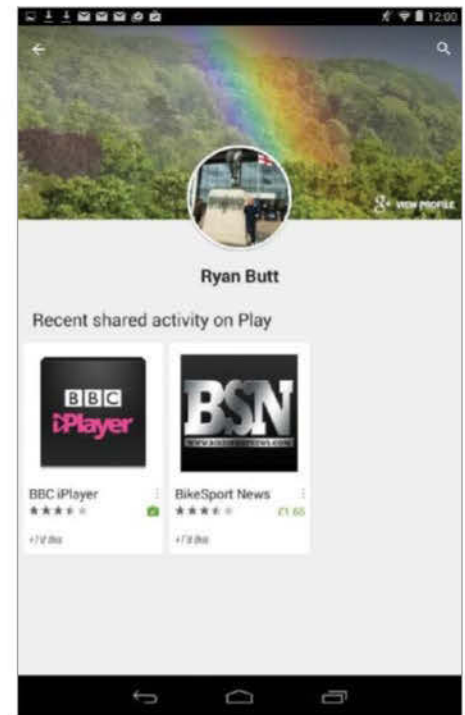


Fig 3: Google lets you share your opinions of apps, games, music and more so you can have a truly social entertainment experience

to take you back to the main screen. Beneath this are a few other options that can greatly enhance your Google Play experience. Tap on My apps to see a list of everything you've ever downloaded from Google Play.

While browsing the Play Store, you can add items to your wishlist, which can be found under the same Play Store menu. You can use this list to store up a treasure trove of apps, music, movies and everything else in one place, so it's there for you when you're ready to come back and purchase it later. To add something to your wishlist, tap the bookmark icon (a ribbon with a '+') on the item's page.

The last option at the bottom of the Play Store menu is Redeem. If you're lucky enough to have received a Google Play gift voucher, select this option and type in the Gift Card & Promotional Code. Your Google account will be credited with the gift voucher's value.

A social experience

Your Play Store activity is instantly shareable with your Google+ profile. If you use the Play Store to rate and review the apps that you use, these updates are all public and can be published to your Google+ page. To view all your activity, tap the Play Store menu and then

tap your name at the top. This takes you to your Google Play homepage (Fig 3). You can see a list of the things you have rated recently, and there is also a link to your Google+ page.

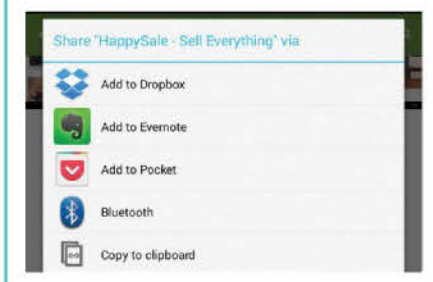
Sometimes, as apps update and evolve, your opinion of an app may change. If you've rated an app on Google Play, you can easily change it. Find the app and then scroll down to the Rate section and tap the Edit button. Then just add in your newest thoughts about the app and give it a star rating, then press Save.

Another great thing about Google's synced-up nature is that your payment details are held safely within Google Wallet, which alongside use in the Play Store can be used for a whole lot more. If you've never made a payment in the Play Store before and you want to buy a paid app, you'll need to type in a few payment details first, including card details, registered address and other essential information. This will then be stored in Google Wallet, ready for you to purchase anything from Play Store at the tap of a finger. To turn on password control, just in case your Nexus falls into the wrong hands (or a child's), just hit the Menu button and tick the box in Settings. Your password will be the one you use for your Google login.

Share purchases

You can tell the world

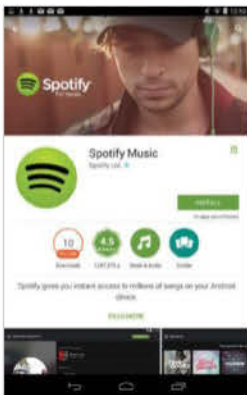
Every so often you'll come across something that's so great, it would be criminal to keep it to yourself. For times such as these, enter the Share button. This icon looks like three small dots joined together and is found by scrolling down through the info page of a specific app, TV or movie page. Once tapped it will present you with a whole list of sharing options. Simply tap on your preferred sharing method and then tell the world about your Google Play find!



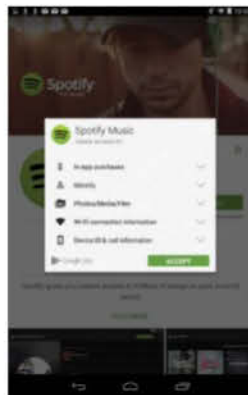
Shop away on Google Play

Browse collections, find freebies, grab a bargain and discover all the entertainment you need

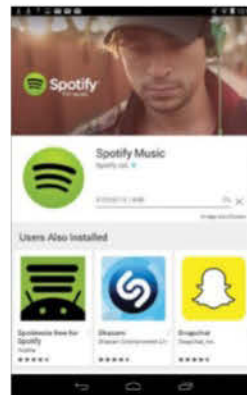
Purchase an app



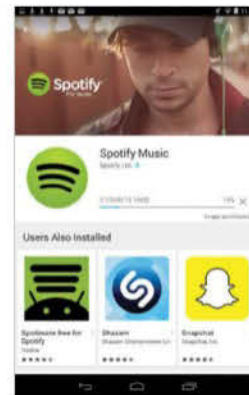
1: Install the app
Peruse an app's info and if you like the look of it, tap the Install/Price button to kick-start the process.



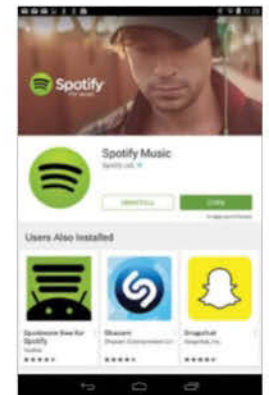
2: Permissions
An app permissions box will pop up with the app's small print. Read through it and then tap Accept.



3: Payment details
If it is a paid-for app then you will have to enter payment details. If not the app will download.

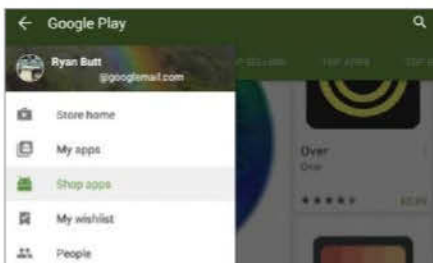


4: Watch progress
You can watch the progress bar as your app downloads and installs on your Nexus.

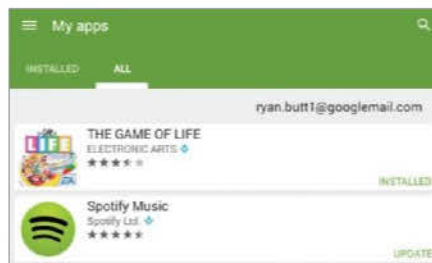


5: Time to enjoy
Once it's downloaded, tap Open. This will launch the app straight away from Google Play.

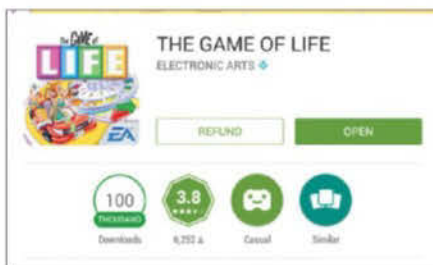
Get your money back on an app



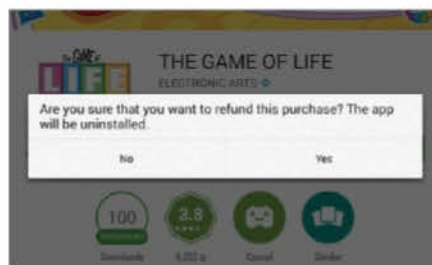
1: Go to My Apps
Hit the top-left Play Store icon, then select the My Apps option from the menu choices.



2: Locate the app
Scroll down the list of apps installed and tap the one that you want to remove and refund.



3: Get a refund
Tap the Refund button – you only have 15 minutes from the time of purchase to do this.

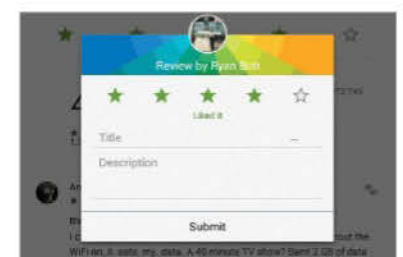


4: Confirm and uninstall
Tap Yes. If you miss the 15-minute window, you can uninstall but won't get your money back.

Tell other users what you think

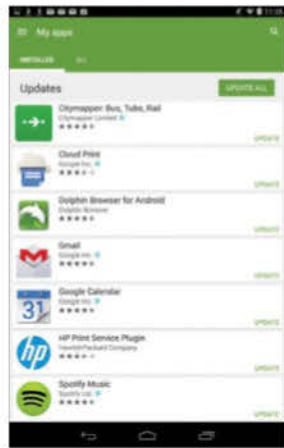


1: Track down the app
Scroll down the info page until you come to the reviews. Tap the stars.



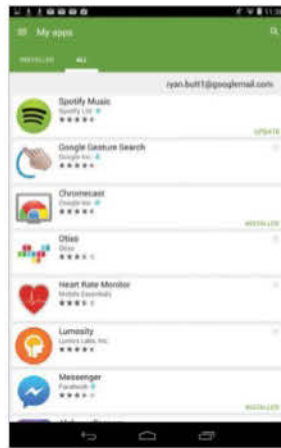
2: Rate away!
A review pop will now pop up into which you can write and submit a review.

Manage your apps and what they do



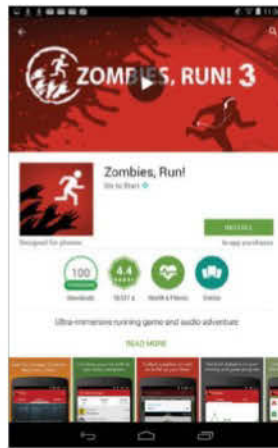
1: Installed apps

Tap the top-left icon to bring up the menu and then tap My Apps. Select the Installed tab at the top. This shows the apps that are currently stored on your Nexus.



2: See every app

The All tab shows every app you've ever downloaded, even ones you've uninstalled. Refunded apps won't show up here, however. Select an app to reinstall.



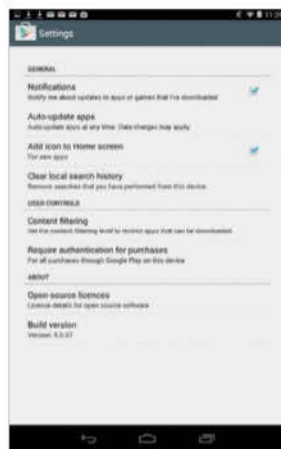
3: Reinstall an app

Uninstalled apps have a X at top-right corner. To reinstall, tap the app on it then hit the Install button. Tap the X to remove an app from the My Apps section.



4: Go to settings

Hit the menu button in the top-left corner of the screen again and, from the menu of options, choose Settings to bring up a page of options specific to the app.



5: Notifications

At the top of the Settings menu, use the checkbox to turn app notifications on or off – if you turn it off this will help preserve the battery life of the device.

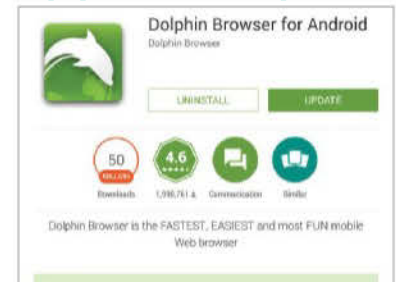


6: Manage content

In Settings, tap on Content Filtering to control the kind of app content shown on Google Play. Select from the checkbox options in the pop-up menu and then tap OK.

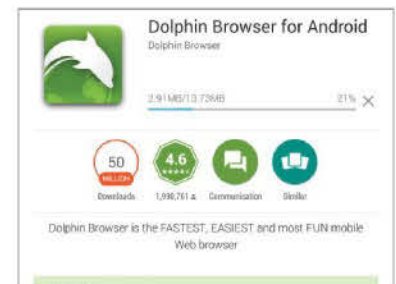
“By going to Content Filtering in Settings you can control the kind of content (by age range) shown in the Play Store”

Update to keep apps in shape



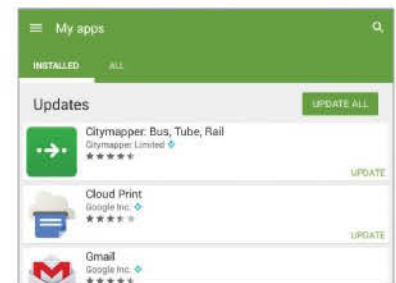
1: Individual updates

In My Apps>Installed, you'll see apps that need updating. Tap one, then hit Update.



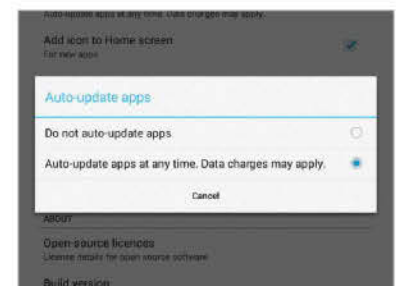
2: Watch it happen

Accept the permissions and you'll see the progress bar. Once ready, tap Open.



3: Do a job lot

Tap the Update All button at the top to update all apps in need of attention.



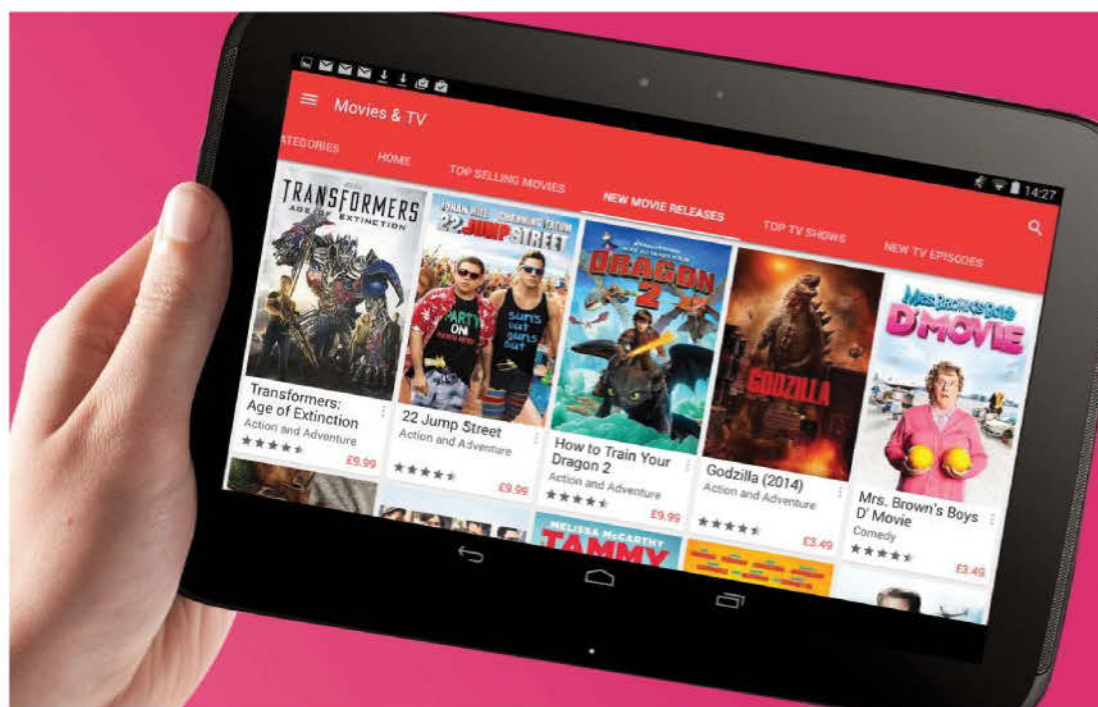
4: Set auto updates

In Settings, tap 'Auto-update apps' to select the method of automatic update.



Play Movies & TV

Buy or rent the latest movies and TV shows to watch on your Nexus



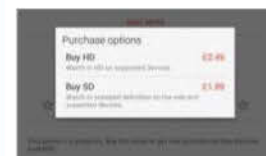
What it can do:



- Search for features
The latest films and shows



- Share a show
Let friends know about it



- Buy or rent
Watch now or buy to keep

Discover and watch great movies

How to rent a TV show or movie and watch it on your Nexus, or buy a show to keep forever

If you like to watch films or catch up with your favourite TV shows on your Nexus, the Android 5.0-enhanced Play Movies & TV app is the place to head for. Tap on this and a screen of recommendations will appear, along with a search engine and a link to the Play Movies shop. Tap on the Search icon and enter the name of what you are looking for. Everything that vaguely responds to the title will be listed, starting with the best hits first. These are highlighted while showing each category so to see the full list of hits, tap on the red

square where it says there are more to look at. To select any show or movie, simply tap on it to see the renting or viewing options. If you want to see whether there are any books, music, magazines or apps related to the show you are searching for, tap on the heading for Movies and TV. This produces a search filter that allows you to see all results, or ones for specific categories.

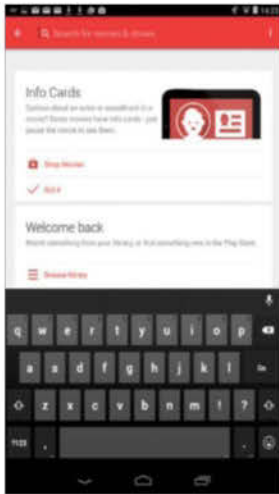
To navigate around the app when you have downloaded some content, tap the icon next to Watch Now. This produces a slide-out menu

covering My Movies, My TV Shows, On Device and another link to the Shop. Tap on any of the categories to see a show that has been rented, bought or downloaded. Then tap on the listing for the show to see the details about it. There are usually links to other shows that are related to this one. Otherwise, tap on Play to watch it. This will rotate the screen to landscape view to play the video. Some shows can be streamed, but if the network isn't fast enough you can download them instead by tapping on the pin icon.

Watch a movie or show

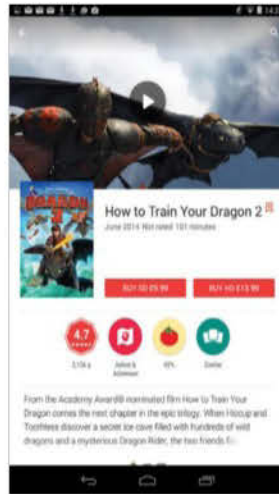
Search for a movie or show to watch, rent, buy or share

Find a show and choose to buy



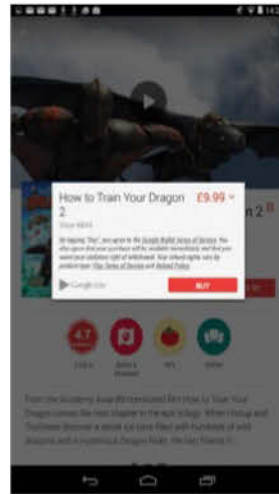
1: Find the show

Tap on the Search icon and type what it is you are looking for. Tap on the magnifying glass.



2: Select a film

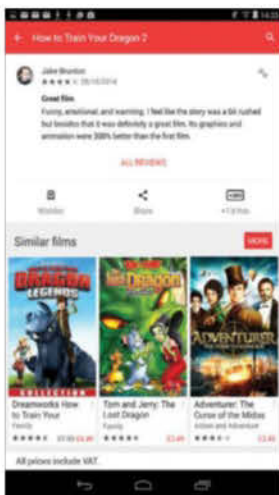
Tap on the film (or show) you are interested in. There are options to rate and review the film or watch the preview.



3: Make a purchase

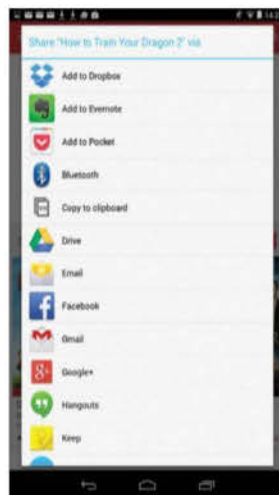
Tap on Buy to see the options. Select HD or standard definition and then tap on Buy.

Share the details of a film you like



1: Share a favourite

Tap on a film or TV show to see the details and then scroll down until you see a row of icons. Tap on Share.



2: Select a service

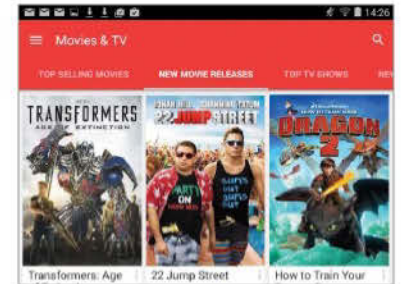
Select from the list of messaging, social media and email options with which to share the film/show's details.



3: Notify with email

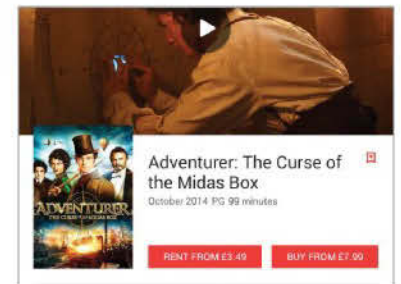
Having tapped on the Email option, enter the recipient's address and personalise the message.

Rent a movie or a TV show



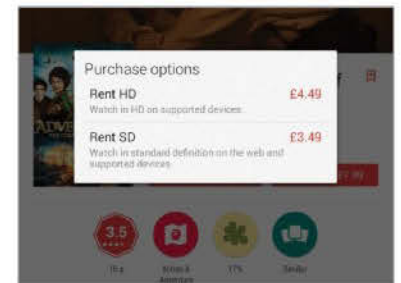
1: Find the show you want

Tap on the Search icon and type in what you are looking for. Tap on More.



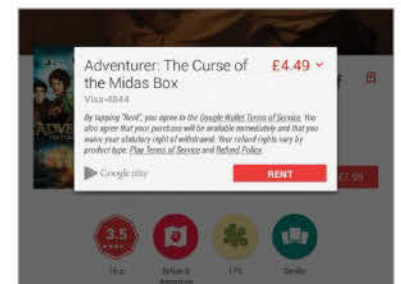
2: Select the movie

Scroll up and down and tap on the show or film you want to rent out.



3: Select a rental option

Tap on the options for Rent. This will be HD or SD, with prices for each.

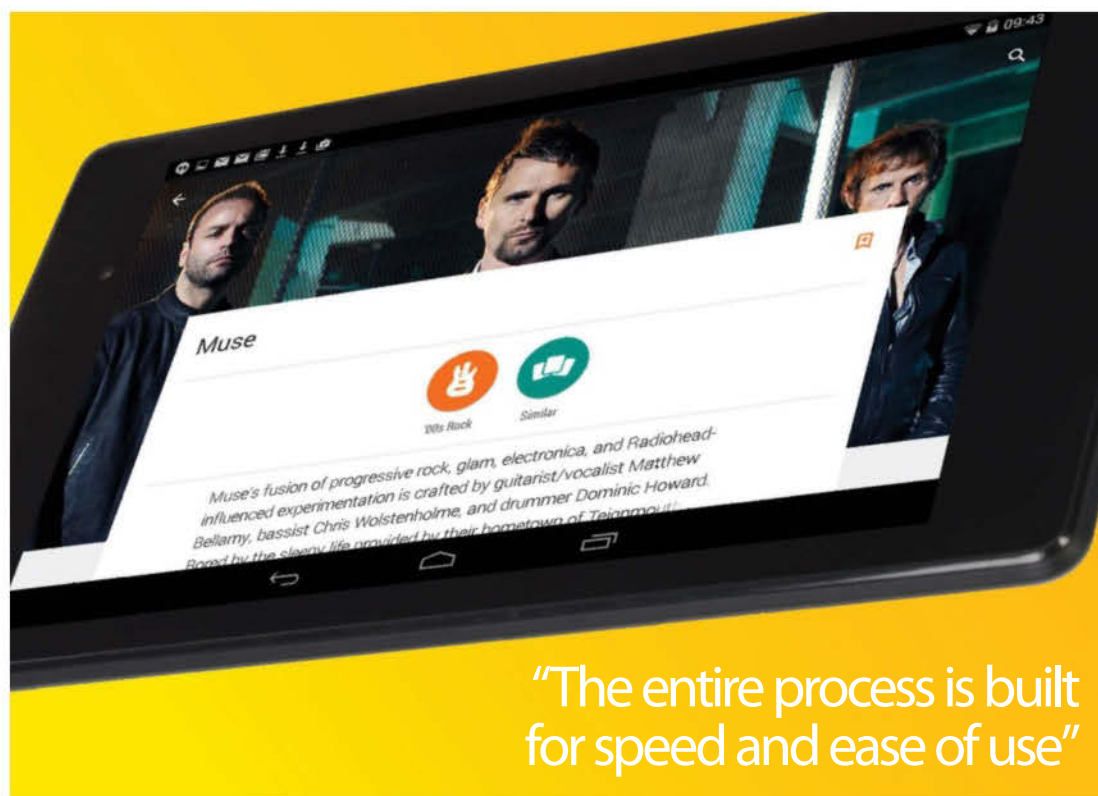


4: Pay through the Store

Tap on the quality option, then on the Rent icon to pay through Google Play.

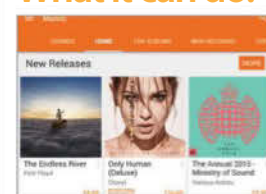
Play Music

Play Music offers a huge library of tracks and albums, many special deals and excellent sound quality throughout. It also lets you organise your entire music library



"The entire process is built for speed and ease of use"

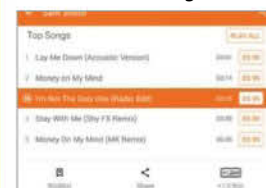
What it can do:



- **Music bargains**
Sale items are very common



- **Behind the music**
Read bios and song details



- **Preview songs**
Preview any song you like

Discover new music anywhere

Find music, purchase tracks and enjoy previews no matter where you are. It's always with you

Play Music offers a huge library of tracks which can be accessed with ease. Simply tap the Menu key at the top of the screen and select Genres to break down the listings to show music that you are more likely to be interested in, then scroll through the most popular tracks. When you tap on any album, you will see a track listing which then enables you to make quick purchases by simply tapping the price. If you tap to the left-hand side of the track, you can also listen to a preview to ensure that the purchase will be worthwhile. Once your

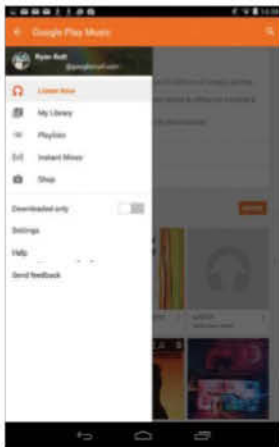
account is set up, you can make any new purchase in a second without having to enter payment details every time and the entire process is built for speed and ease of use. Selecting 'My wishlist' from the menu icon lets you see all of the music you are intending to buy and you can add new tracks by tapping the bookmark icon at the top. This allows you to keep a record of what you expect to buy in the future and if a particular track impresses, sharing only takes a couple of taps to complete. The main screen often shows

special deals, of which some are extremely good value, and if you prefer you can meander through the store at any time in an attempt to discover potential new music that you will enjoy. The top songs and top album lists are prominent, to let you know what is popular at the current time, and throughout the experience touch is used effectively to let you navigate all of the tracks on offer. Play Music is the ultimate pocket music library and one that interacts perfectly with the songs already loaded on your Nexus.

Use a virtual music store

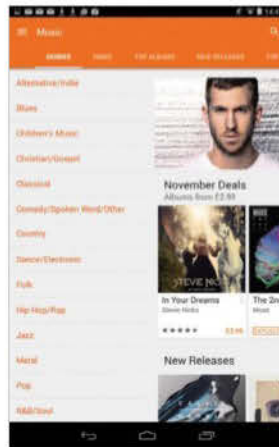
Play and purchase any music track from a library of millions

Search for new music and find offers



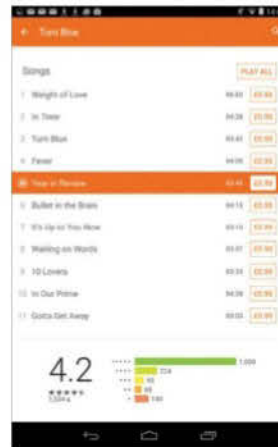
1: Find the shop

Tap the menu icon in the Play Music app and then select the Shop option from the drop-down list. If it isn't there make sure you're signed in.



2: Select a genre

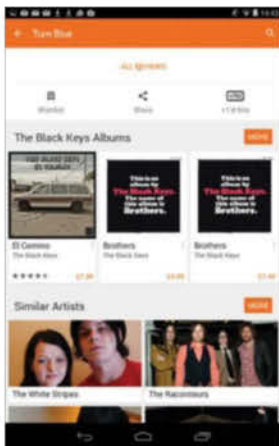
Now tap on the Genres tab at the top of the screen and choose a musical genre that you are interested in. Such as Alternative/Indie.



3: Play free samples

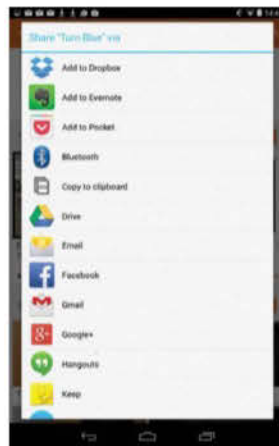
A selected part of each track can be played by simply tapping the track number next to it. This should give you a useful taster.

Share songs in Play Music instantly



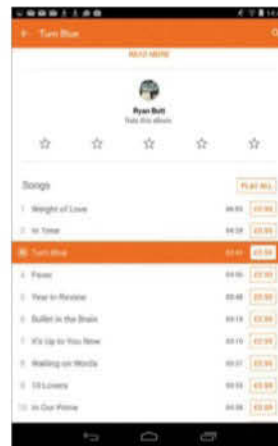
1: The sharing icon

When viewing any music in the Store, scroll down to the bottom of the reviews section and tap the sharing icon to share the album.



2: Choose a method

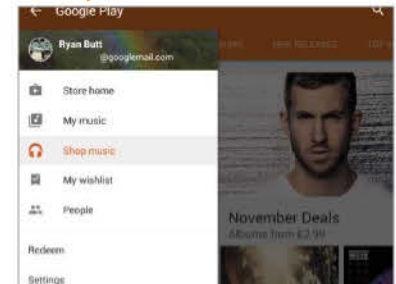
You can now choose how exactly you want to share from the page of possible apps. Make your choice and select a contact.



3: Share single tracks

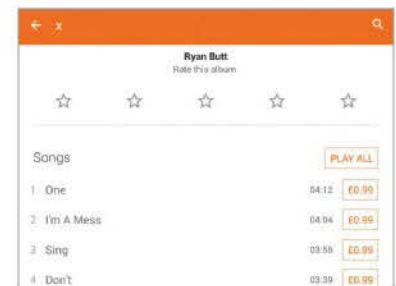
Hold your finger down on any track to bring up the sharing panel. Now select your method to share just that particular song.

Buy songs from Play Music



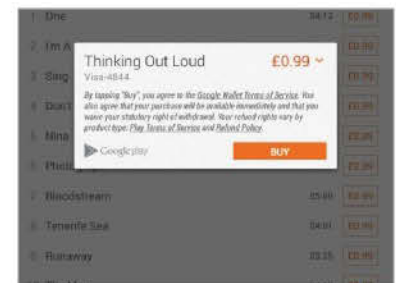
1: Set up an account

Make sure that your payment information is set up in the Play Store.



2: Tap the price tag

Tap the price tag next to any song to initiate the purchasing process.



3: Confirm your purchase

Now tap Buy in the pop-up panel to confirm and start the download.



4: Buy a whole album

Tapping the orange price tag at the top will let you buy a whole album.

Download and stream new music

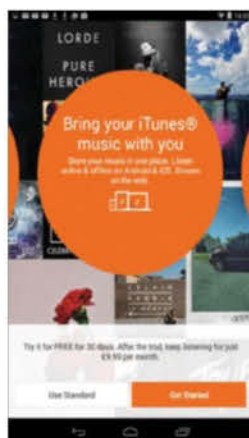
Use Play Music All Access to discover new music and artists, with millions of tracks and radio

Start a trial or new subscription



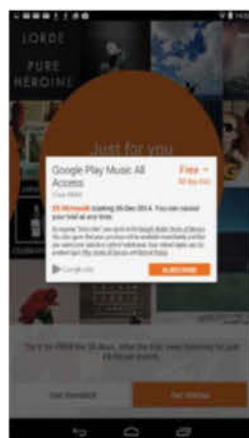
1: Getting started

Launch the Play Music app and tap on the menu, top left. Tap on Settings.



2: Select All Access

Tap on Try All Access and then on 'Try it FREE'. Tap on the down arrow.



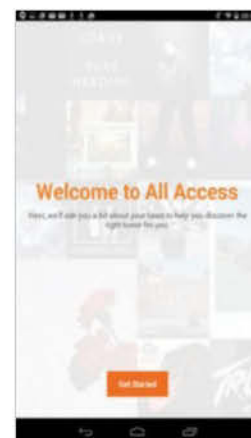
3: Payment

Tap on 'Payment options' to check, change or add credit or debit cards.



4: Start the service

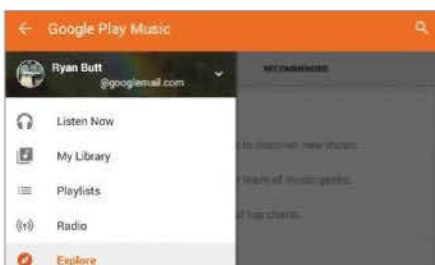
Tap Subscribe. Then type in your Google password and tap on Confirm.



5: Start listening

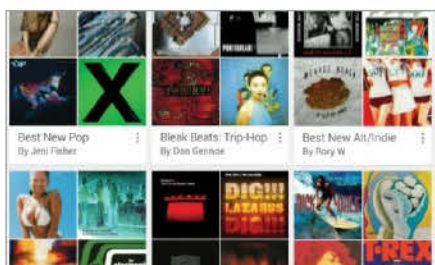
Once the payment is verified, you can tap on 'Get started' to begin.

Stream music directly to your Nexus



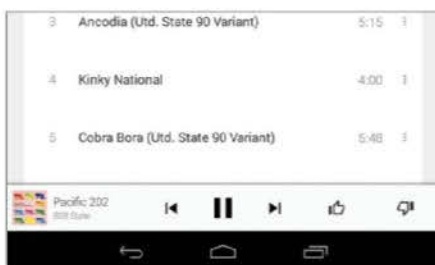
1: Ready to explore

Launch the app and tap on the menu, top left. Select Explore to see the welcome message.



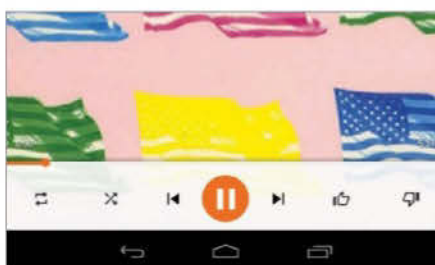
2: Select a song

Use the tabs at the top of the screen to browse the recommended music on offer.



3: Play the track

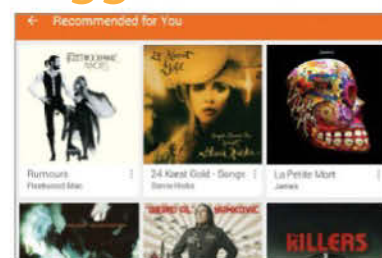
The song will now start streaming. Use the play, pause and back/skip buttons to navigate.



4: More control options

Tap the thumbnail on the left to go full screen and reveal repeat and shuffle options.

View smart suggestions



1: Music tracks for you

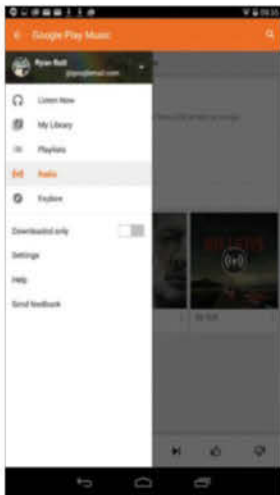
Tap Explore, Recommended, then 19 More to expand the suggested list.



2: Play those new songs

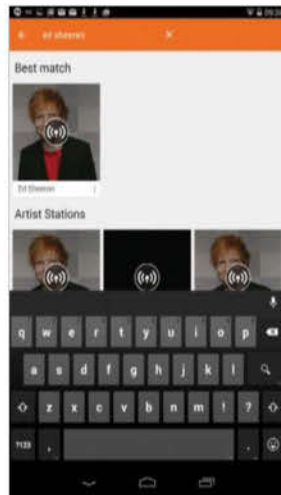
Tap on a suggested album and selected songs or go through the entire album.

Stream a personalised radio channel



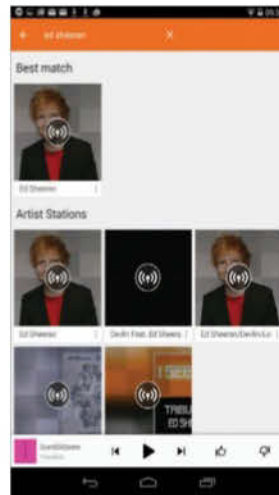
1: Select source

Tap the top-left menu and select Radio. From the Radio drop-down menu, select 'All music' rather than 'On device', to get more variety.



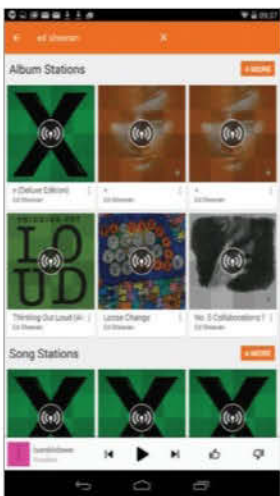
2: Create a channel

Tap on the '+' sign to create a new radio channel. Enter the name of an artist, song, album or genre of music. For example, type in 'classic rock'.



3: Select matches

Results show a best match, then genre stations, specific artists, matching albums and songs that fit the search term. Tap on any to play.



4: Get more choices

Tap on 4 More to get more choices on any category. Tap on the music list icon to see the tracks that are coming up. Tap on it again to go back.



5: Swipe control

If you don't like something on the upcoming track list, swipe sideways to remove it. Swipe the menu down to minimise and show a station list view.

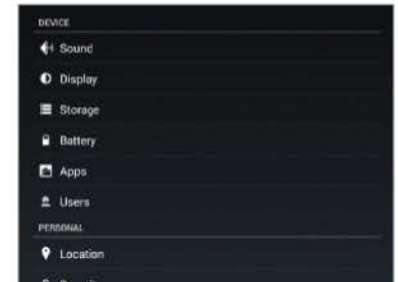


6: Advanced options

Tap the Menu icon, top right, to clear or save the music queue, add to your library and playlists, or go to the song's album or artist.

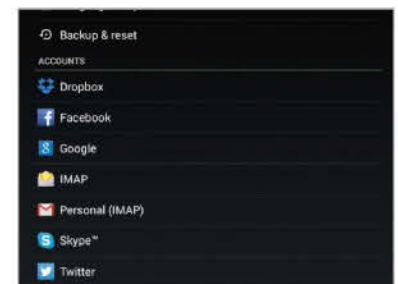
“Create a new radio channel based on an artist, song, album or genre of music”

Synchronising across devices



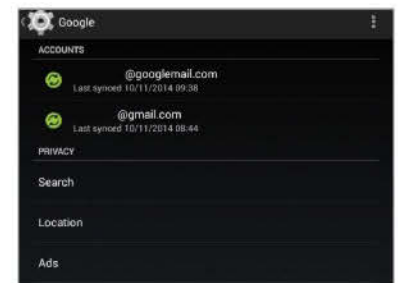
1: Go to the Settings

Keep your music library synchronised across devices by going to Settings.



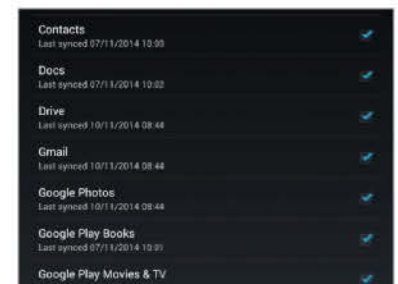
2: Select the account

Scroll down to the Accounts section and tap on the entry for Google itself.



3: Select your account

All your accounts are listed. Tap on the main one, or the one with Play Music.



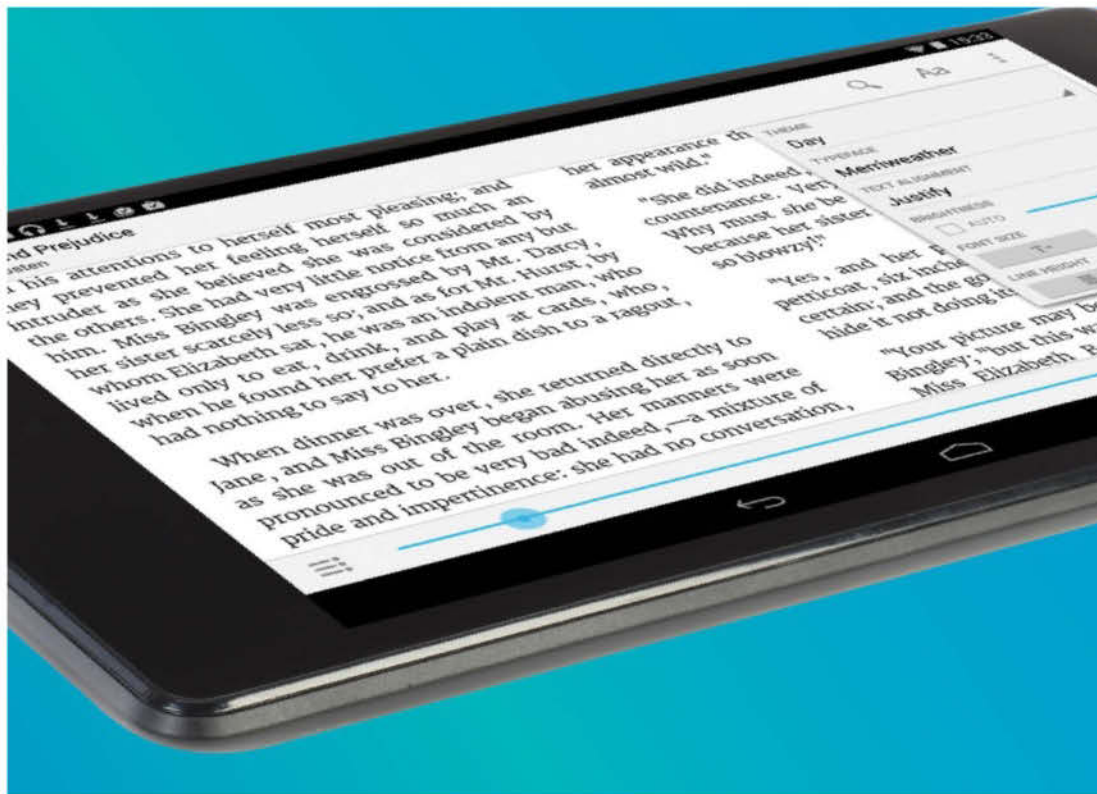
4: Turn syncing to on

Go down the Settings to Google Play Music. Ensure that this is ticked to sync.



Play Books

Read your books anywhere and buy new titles no matter what you are doing. You can even make each book look exactly as you want it to for prolonged reading stints



What it can do:



- A world of books
The book library is huge



- Covers and text
The books feel very real



- Make it your own
Use many display options

Read brand-new books anywhere

Carry a huge library of books with you to access whenever you have some spare time

eBooks are extremely convenient and with Google Play Books you have a world of fiction and non-fiction available to you. If you select the menu option within the Play Books app, you will see a Shop item which, when tapped, will take you to the main online library. Here you can navigate through genres by selecting Categories at the top, or view the most popular books in the Top Selling list. The New Releases sections are always kept up to date and if there is a new release you are interested in, you will likely be able to buy it immediately.

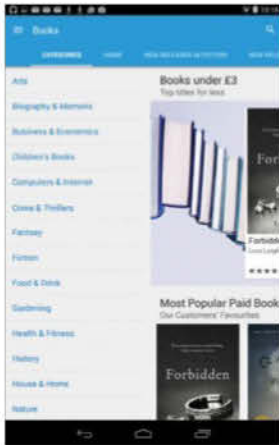
Free samples can be accessed for every book by tapping the Free Sample button in the listing, at which point it will be downloaded to your Nexus. Purchasing is actually very similar: tap the price tag, confirm and the book will be loaded onto your Nexus straight away. Each book will be stored with the full cover on show for ease of reference and when you start to read, the experience gets even better. When viewing any book, tap the Menu key and you will be offered the opportunity to change the size and type of

the font, the theme and even the justification. An eBook will never truly replace the feel of a traditional paper book, but if you take time to make it work for you the experience will still feel extremely positive. In the Settings option you can select to use the volume keys to turn pages on the Nexus and even ask for the books to be read aloud, which is handy when driving. Your reading position in the book will be stored to resume from it later and you can even do this on other devices that use Play Books. It's time to start reading.

Understand Play Books

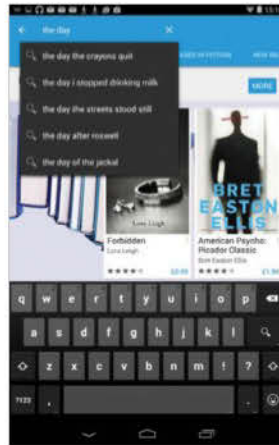
Dive into a world of pocketable reading when on the move

Search and buy a book in Play Books



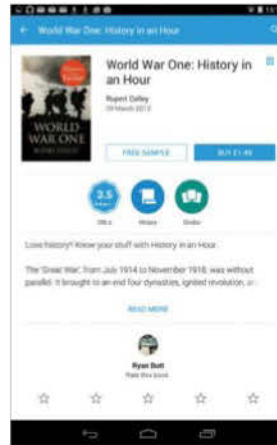
1: Find by genre

In Play Books, tap on the icon in the top-left corner and then choose the Shop option. Once in, tap on the Categories tab at the top.



2: A detailed search

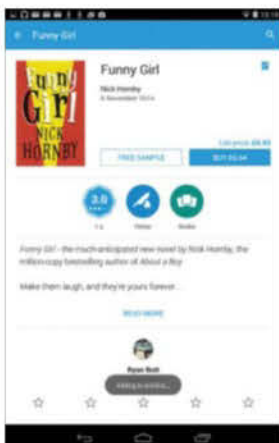
The magnifying glass at the top lets you search by book title or author. It makes suggestions as you type so when you see a match, tap it.



3: Buy a new book

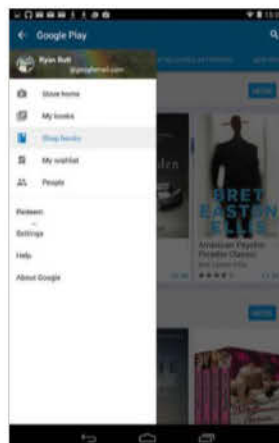
When viewing a book, tap the price tag to purchase it immediately. It will now download to your Nexus and appear in Play Books.

Add books to your personal wishlist



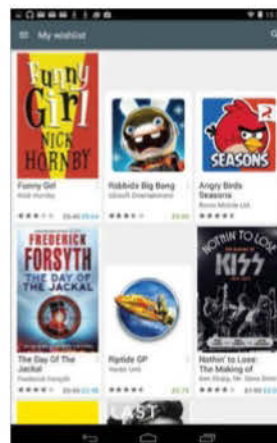
1: The wishlist icon

While viewing a book, tap the bookmark icon at the top right corner. A confirmation message will appear, saying 'Adding to wishlist'.



2: Find your wishlist

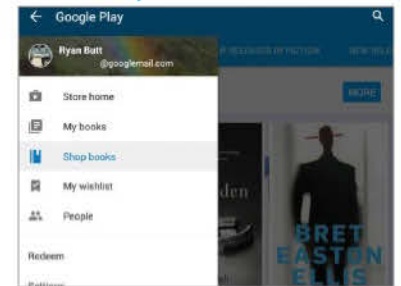
Now tap the Menu key in the top left corner and then select the 'My wishlist' option from the options that show up in the list.



3: Access the wishlist

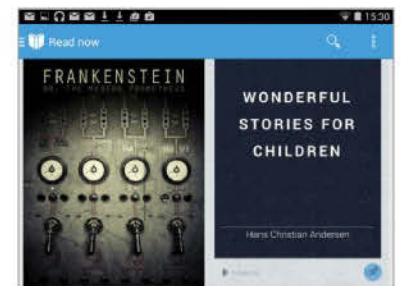
When you access your wishlist, it will show your wanted items in the whole Play Store and not just books. Tap on an item to buy it.

Read books how you want



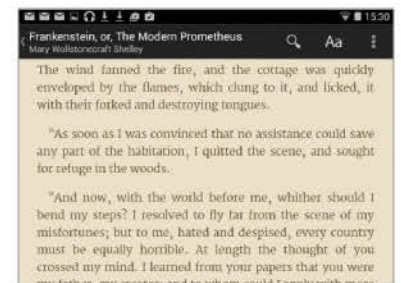
1: Access your library

While in Play Books, tap the Menu key and select My Books from the list.



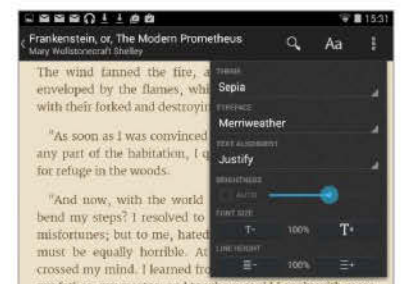
2: Cover to cover

All of your books will be shown, ready for you to read straight away.



3: The display options

In the page view, use the Menu key to bring up the display options.



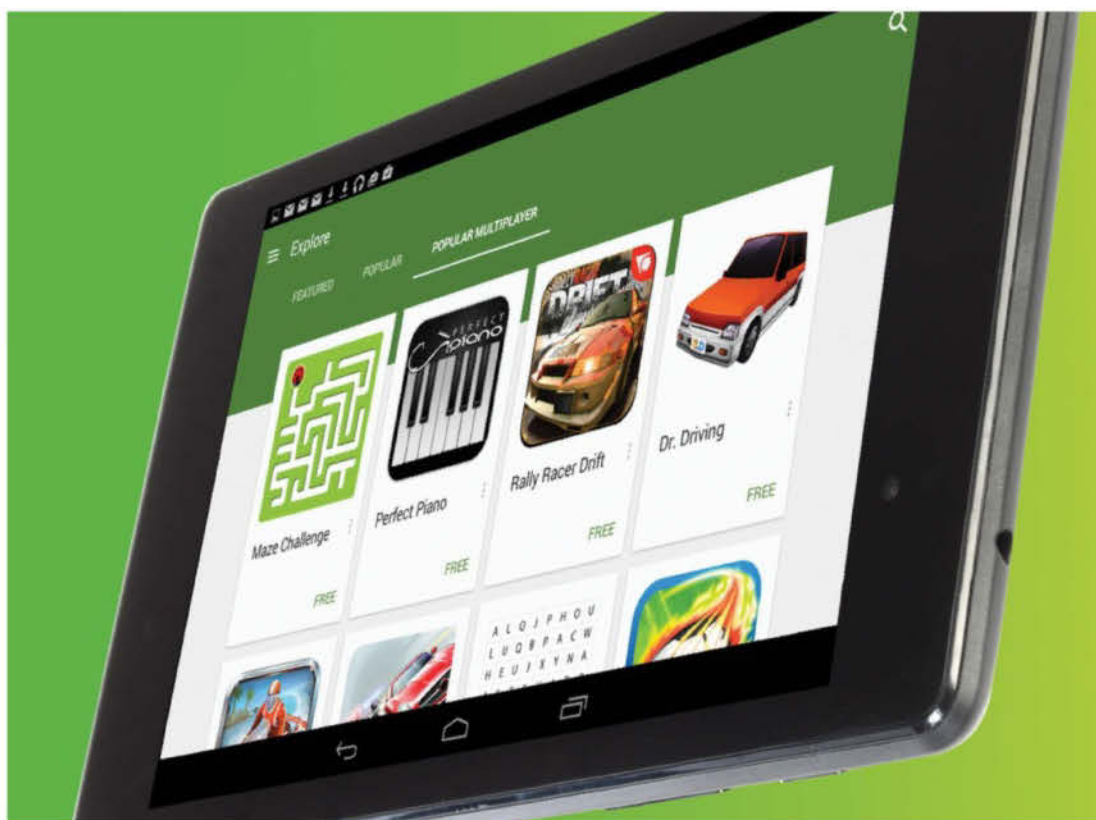
4: Make your choices

Play around with fonts and themes until you are happy with the result.

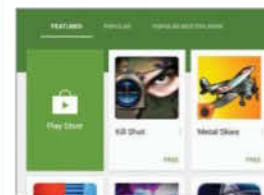


Play Games

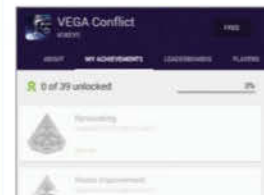
Connect to your friends and play multiplayer games over the internet with them. Compete against them and everyone else with achievements and leaderboards



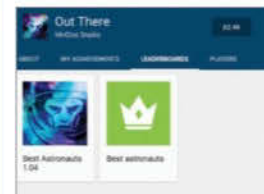
What it can do:



- **Multiplayer games**
Challenge friends to a game



- **Get achievements**
Compare accomplishments



- **Who's the best?**
Compete with folks globally

Play games online on the go

To compete against your friends in online multiplayer games, you need to use Play Games

While you can play plenty of games without having to use Play Games, if you want to play with your friends in online games then this is the Google app that you need to use. You can either start off from the app and look for games and send requests to friends, or dive right in to your favourite game and when accessing the multiplayer component it will automatically connect to the Play Games app to make the connections. In many regards, this is the Google equivalent of Apple's Game Center. Going into the app first, though, has a

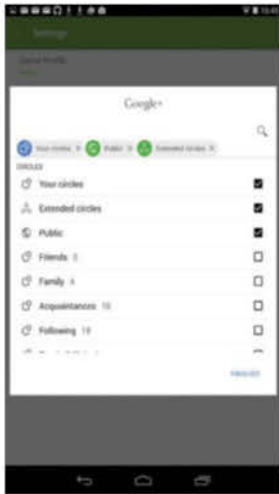
number of advantages, starting with the ability to add friends. You can then challenge anyone on your friends list to a game. In the Featured games section are a few suggestions, but tap on See More and you get the full game list which includes featured, popular and, most importantly, popular multiplayer. Download titles from here and then they will be added to the My Games section. On the menu, top left, tap and select My Games. There are three tabs: the first for all games, the second for recently accessed games and the last one for

games that are installed on the Nexus. From the main menu, if you tap on My Activity then your recently played games are listed and there's a link to the Google+ profile. The next option from the main menu is to see a player's list. This covers active players you have played against and others you may know, which are usually your contacts or people you have chatted with previously. Tap on any of the players to see the results of any recent games, go to their Google+ profile and if they are Circles friends they will be listed as such.

Sign into Play Games

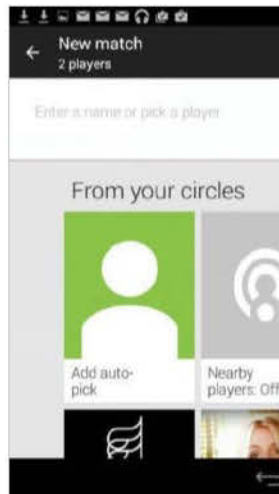
Invite your friends and compete in multiplayer action games

Challenge friends to an online game



1: Add notifications

Select Settings from the menu. Tap on 'Allow priority notifications from' and tag as many as possible.



2: Sign into Google+

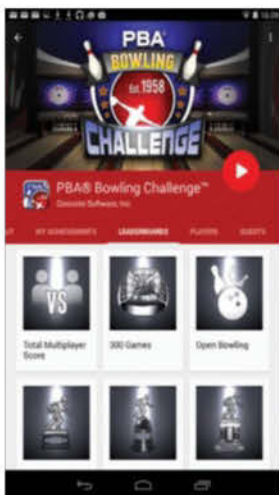
Run a multiplayer game and select the online option. Then tap on Confirm to sign into Google+.



3: Send request

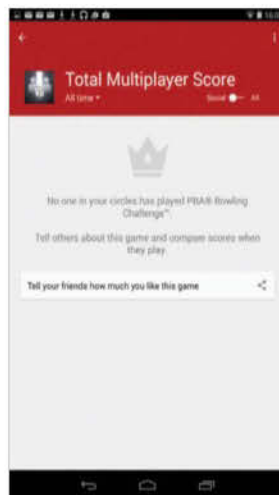
Select your choice of player from your Google+ Circles, then tap on Play to send a game request.

Share activity with Google+ contacts



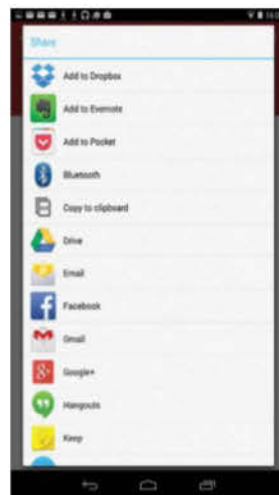
1: Go to leaderboard

Tap on the page of a game and then tap on the Leaderboards tab to check your standings.



2: Share activity

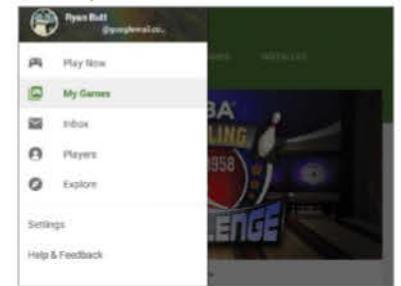
If none of your friends are playing the game, you can tap on the Share option to start raising awareness.



3: Select method

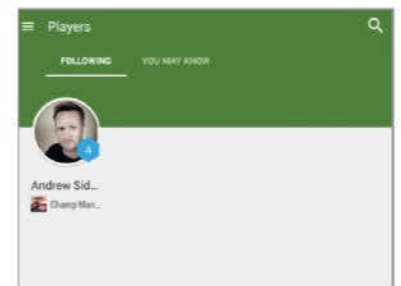
You will now be able to select from one of many different sharing methods. The obvious one is Google+.

Find new playmates



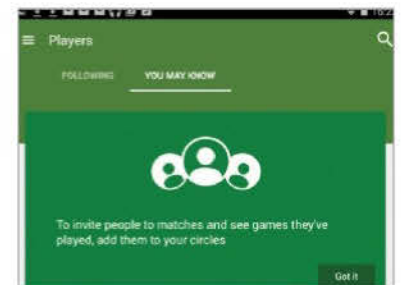
1: Go to Players

Tap the menu icon in the top left corner of the interface and select Players.



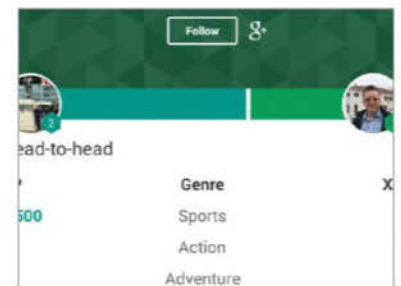
2: Currently following

The players you currently follow will be listed on the main Following screen.



3: Find new

Tap on the You May Know tab and you will see a wide range of suggestions.

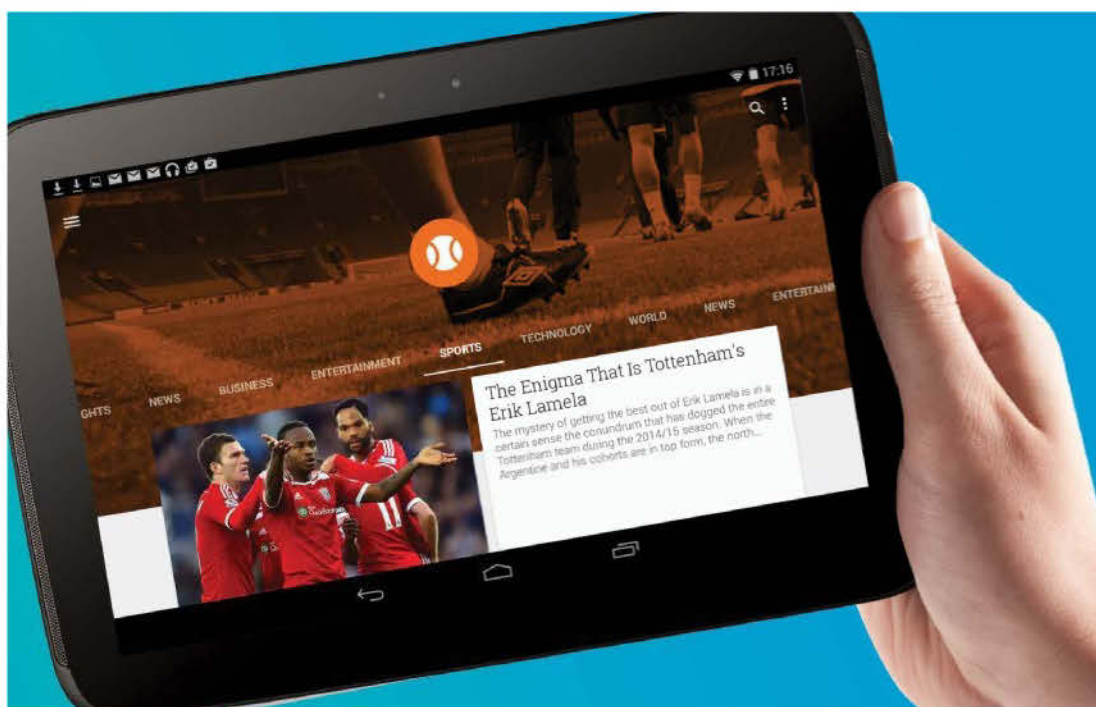


4: Add a friend

You can then add new players simply by tapping the Follow icon.

Google Play Newsstand

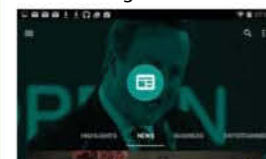
Browse a wide range of magazines, share with friends and check out the latest news stories



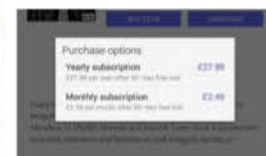
What it can do:



- Browse the store
Look through the shelves



- Read news stories
Get news from the web



- Make it yours
Subscribe to a magazine

Read news, subscribe to magazines

Search the Play Store for your favourite titles from within the Newsstand app

Google Play Newsstand is a new app that replaces Play Magazines and Google Currents by blending them together. It makes it easier to find and subscribe to magazines and mixes in suggested content from around the web based on what you've been reading. The more you read with the app, the smarter it gets and the more suggestions it can make.

The first section is called Read Now and this contains suggested stories and subscribed news feeds. Tap on Read Now to see the other section headers, which include My News, My

Magazines, Bookmarks and Explore. Tap on Explore to see links to the Play Store, Featured news items, or sections of content such as entertainment, arts and photography, news and politics. Tap on one of these to see a choice of magazines or website to check out. To configure what news stories get sent to Newsstand, tap on My News. Preset sources can be removed if you wish. Or tap on Explore and go find new ones and add them to your news feed. The news is split into sections to make it easier to find the kind of stories you

want. Tap on Entertainment, for example, to see a range of stories. Tap on a story to read it. Scroll down to the very bottom of the story to see the source and put a tick next to it to get stories from there in My News, or untick the box to remove them. What you really want to do, though, is find some magazines to subscribe to, or check out individual issues. The My Magazines section has an initial link to the Play Store, but once you tap on Got It, it won't appear again. Instead, go down to Explore and use the link there.

Search for magazines

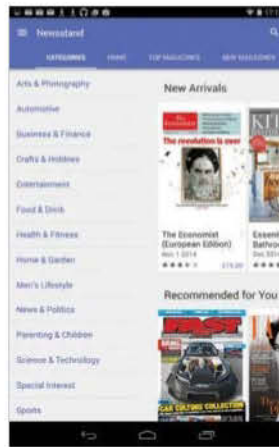
Find titles and add them to your personal reading platform

Browse the Store for mags and news



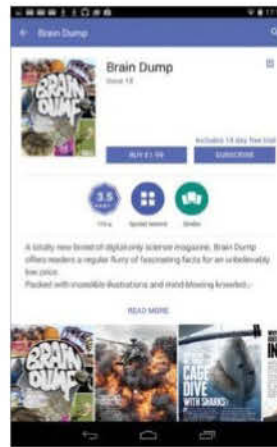
1: Finding the Store

Tap on the main menu and then select Explore. The first link that comes up is for the Store. Tap it.



2: Use categories

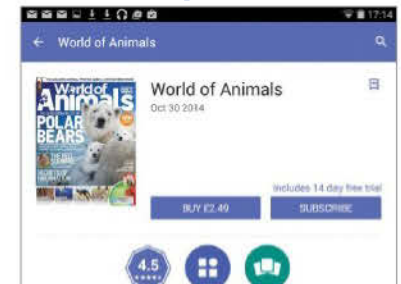
Now tap on Categories on the top menu to see a list of them on the left. Tap on a section to view.



3: Check out a title

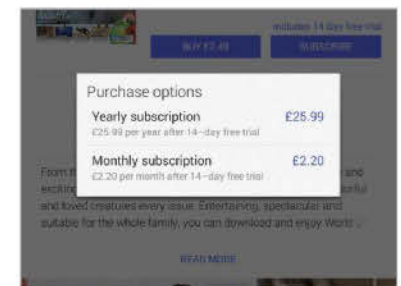
Tap on one of the magazines displayed to read about it, how others rate it and what are similar titles.

Take out a new subscription



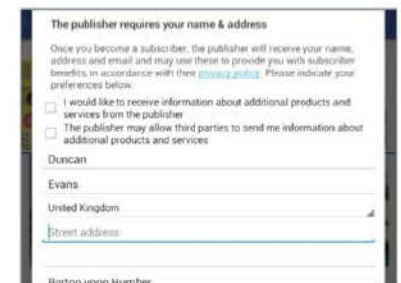
1: Find the magazine first

Browse and locate the magazine you're interested in and perhaps buy an issue.



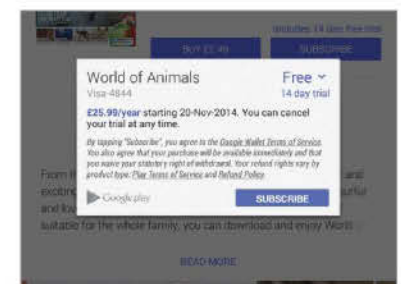
2: Subscribe to the mag

Tap on Subscribe and choose whether to pay monthly or for the year.



3: Fill out your address

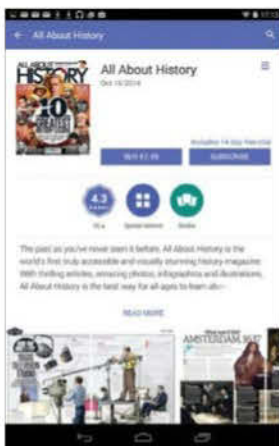
You may need to enter your postal address as well. Tap Continue.



4: Confirm the subscription

Tap on Subscribe to authorise the payment using your Play account details.

Share a magazine with your friends



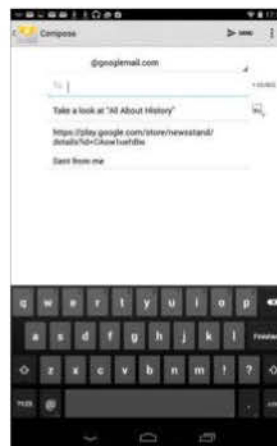
1: Find a magazine

Once you have found a magazine that you want to tell friends about, scroll down and tap on the Share icon.



2: Select the service

There are a number of services that can be used to share the link with. Select one of them.



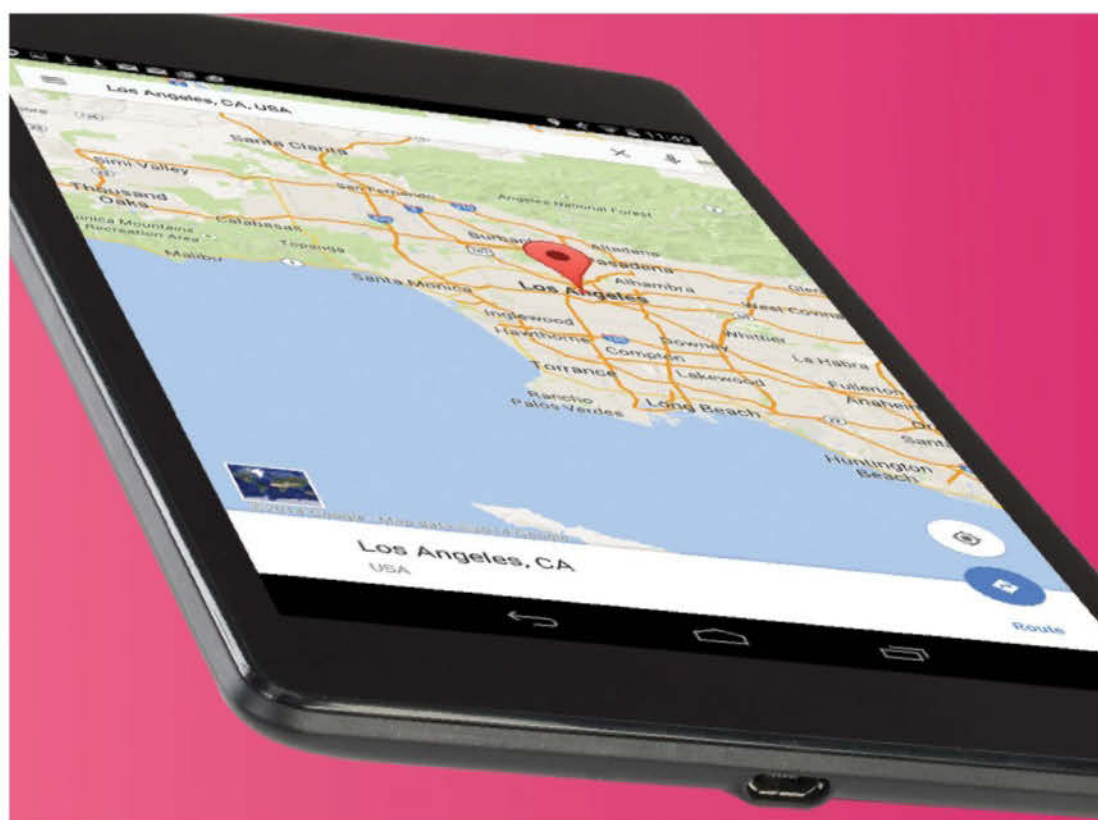
3: Send message

Add a personal comment and fill out the receiving address, then send the message to share the news.

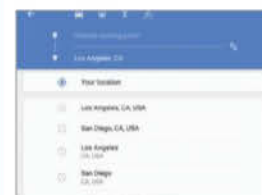


Google Maps

With the Google Maps app you'll never get lost again. Navigate the world, locate your favourite bars and restaurants, and get directions anywhere with the number-one maps app



What it can do:



- Discover routes
Bike, car or bus to places



- 3D Google Earth
Delve into landmarks in 3D



- Trek the planet
Tour a city in Street View

Never get lost with Google Maps

Google Maps provides you with a detailed and immersive map of the world on your Nexus

Find your way easily

Google Maps is one of the most used apps available on Android. You can literally navigate the world from your Nexus using the app, as well as find all kinds of great locations, points of interest and landmarks. The app combines your Nexus's GPS function as well as a Wi-Fi or data connection to find your location, navigate you from point to point and let you browse the entire planet with the swipe of your finger. The Google Maps app is also linked to Google Earth, as well as being implemented in other

apps. A great way to get started with Google Maps is to set up a Home point for yourself. Opening the Google Maps app, tap on your Nexus's Menu button, then tap Settings. Tap Edit Home or Edit Work. Now you can input your home or work postcode and Google Maps will remember it for you. This will come in really useful when you are trying to get directions from your home or work location, or share these locations with another person. Once a home location has been set up in Google Maps, a small house icon will appear

on the map, which you can tap on for more options. If you type 'Home' into the search tool, you'll be taken to your home location automatically (Fig 1).

Profile and privacy

Google Maps covers pretty much every corner of the globe, displaying road systems and the geography of locations. If you have a Google account, all of your Google Maps information will be synced across any device that you log in with, making your favourite locations

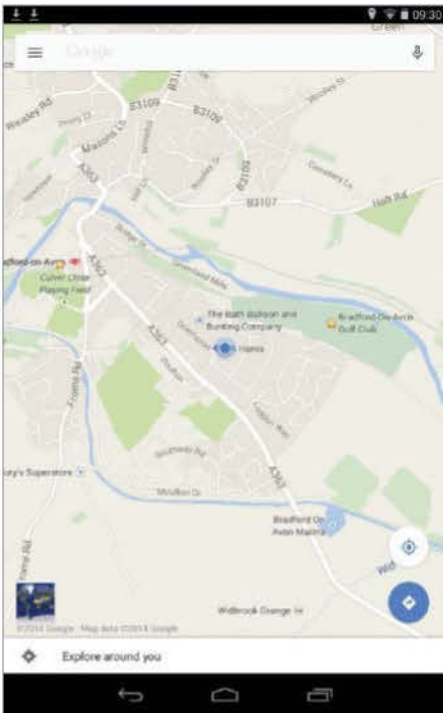


Fig 1: Setting up a home location can be useful since it can be utilised when in other apps that feature a Google Maps function

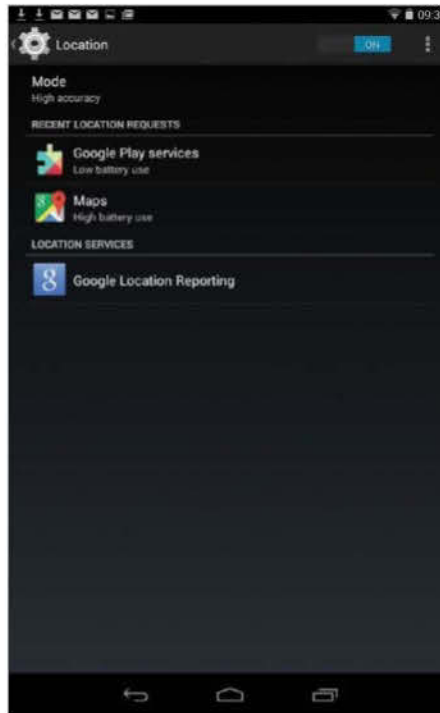


Fig 2: The more location settings that you've enabled, the more options Google Maps will be able to offer you when using the app

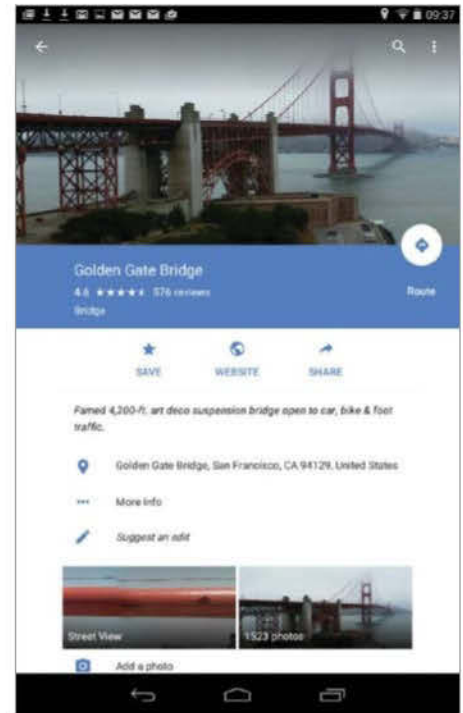


Fig 3: Tap on the Polaroid icon to go to the Panoramio.com site, where you can view more images of places from Google Maps

available from anywhere. In Google Maps, tap on the person icon at the top right, next to the search tool, to view your profile information. Here you'll be able to see any reviews that you have completed on locations stored within Google Maps, as well as view your saved places and recently accessed places. It's worth taking the time to set up your Google Maps account properly, to save you time in the long run when accessing locations you visit a lot within the app. If privacy is a concern to you when using an app that tracks your current location, open up the app's settings and tap on Google Location settings. Here you can switch off location reporting and location history (Fig 2). Location reporting syncs your visited locations with other Google products, enhancing your Google experience. In Settings you can access a rundown of your map history.

Explore Google Earth

Tap on the menu icon, which is poking out at the top left of the app, to display all of your Google Maps options. Tap Google Earth to run Google Earth on your Nexus. Google Earth is a more advanced map app that comes pre-installed on all Android devices. Google Earth doesn't provide the same

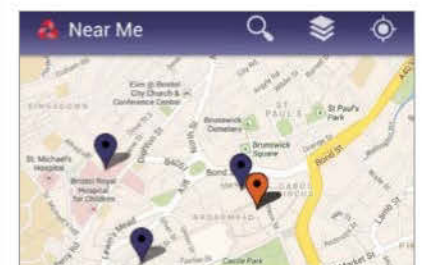
navigation tools that Google Maps does, but it's a fantastic tool for exploring the planet in a satellite view. Through Google Earth you will be able to access more detailed information for places and businesses, as well as connect to Wikipedia entries on specific locations. There is even a setting to switch on access to various photos of locations (Fig 3). When browsing through Google Earth a series of recommended locations will appear at the bottom of the interface. These locations are specific to the country that you're browsing in and are great for getting to know a place that you might be thinking about visiting, using photos and videos to give you a true idea of an area.

Navigating both Google Earth and Google Maps is easy. In terms of touch commands, all you have to do is swipe to navigate across the map and pinch inwards or outwards to zoom. To rotate the map, press down on the screen with two fingers, then rotate them either clockwise or anticlockwise. If you find yourself getting lost as to which way is north, just tap on the compass icon to set yourself straight again. Check out the following tutorials to find out about all of the amazing navigational tools Google Maps has to offer.

In-app map tool

Google Maps in other apps

Thousands of apps utilise Google Maps to offer users map-based tools. As an example, the NatWest banking app can pinpoint cash machines and branch locations through the use of a layering function that can be applied to maps. Most apps that use a map function also include the GPS button, allowing you to locate yourself on the map. Google Maps can be used in apps to help you find a lost device, locate ingredients for recipes or find out your friends' whereabouts.



Travel the world on your Nexus

Find out how to get directions, save your favourite locations and more using Google Maps

Search for locations in Google Maps



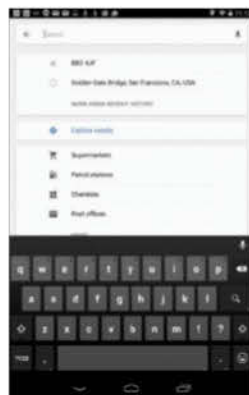
1: Device setup

On the home screen launch your Settings app and then tap on Location.



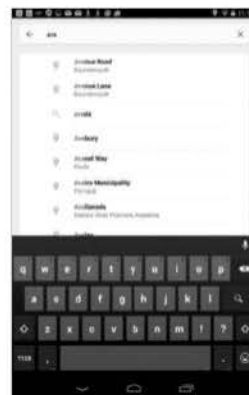
2: GPS settings

Tap on Mode and then select the High accuracy mode for the best results.



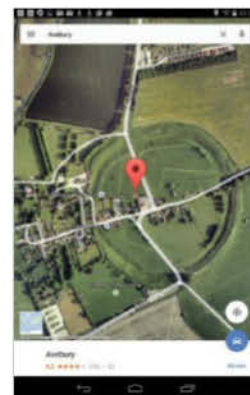
3: Search the map

Close the settings panel and open Google Maps. Tap on the search box.



4: Search results

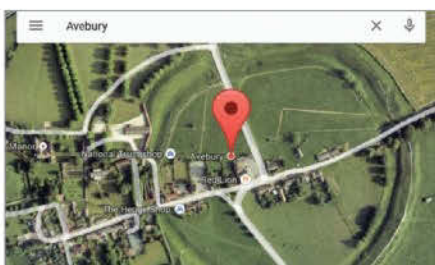
Start typing a location; Google will provide you with suggestions.



5: Find location

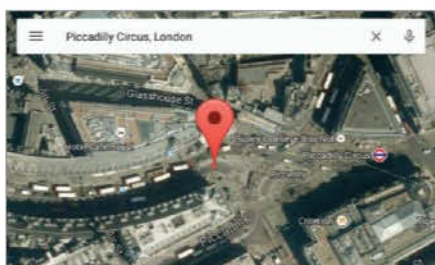
Tap on a suggestion or tap on the search icon to go to the location.

Favourite a location in Google Maps



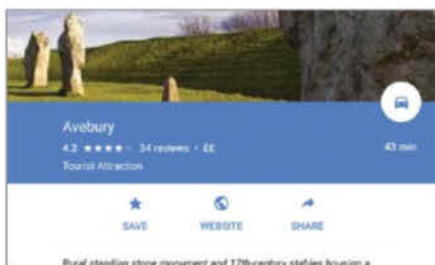
1: Find a location

Search for and find a location in Google Maps that you want to add to your favourites list.



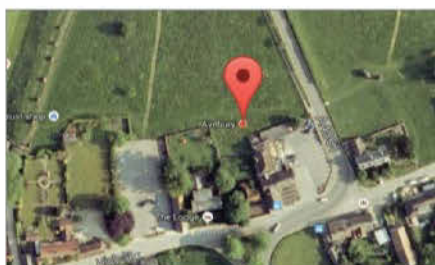
2: Tap and hold

You can also long-press anywhere on the map to move the red pin to that particular point.



3: Save a place

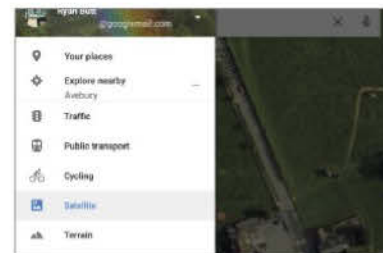
Tap once on the red pointer to reveal the information panel of that location. Tap on Save.



4: Star locations

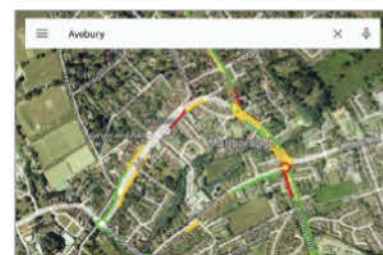
Once a location is saved to your Favourites, a star will appear at that point on the map.

View map traffic information



1: Google Maps menu

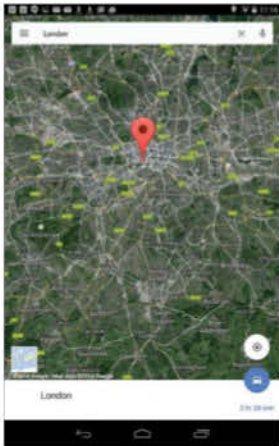
In Google Maps, tap on the menu icon found at the top-left of the app.



2: Traffic overlay

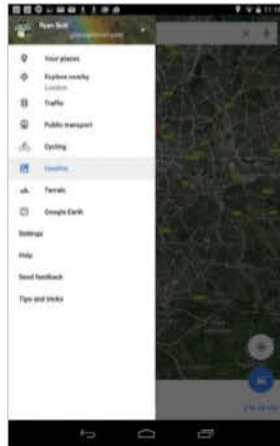
Tap Traffic. The map will now display colour-coded traffic information.

Change the Google Maps view



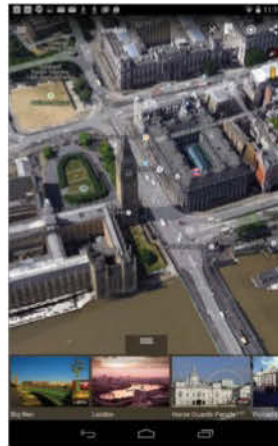
1: Satellite mode

Open the menu bar. Tap on Satellite to change the map view to satellite mode. Satellite mode will take longer to load than map view.



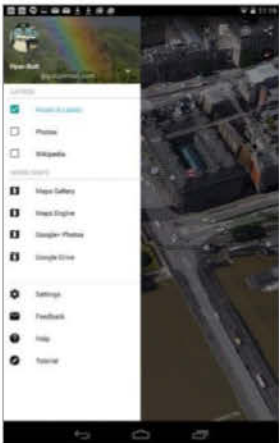
2: Map overlays

Open the menu bar. Tap on Traffic, Public Transport or Cycling to view different map overlays displaying the routes for each option.



3: Google Earth

In the menu bar, tap Google Earth. In Google Earth, some buildings will be shown in 3D, giving you a realistic sense of scale for them.



4: Access layers

Tap the menu icon in the top-left corner of the app. Here you can switch on and off different layers, which will help speed up loading time.



5: Street View

In Google Earth, tap and drag on the person icon to switch on Street View. Roads that can be seen in Street View will be highlighted in blue.

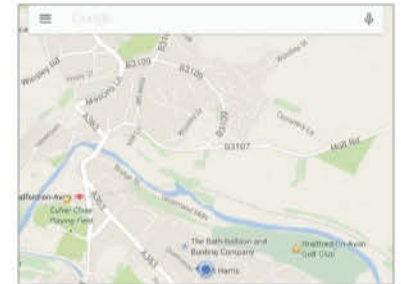


6: Navigate a map

Swipe across the screen to look around in Street View. Double-tap to move forward to the next image along the highlighted yellow line.

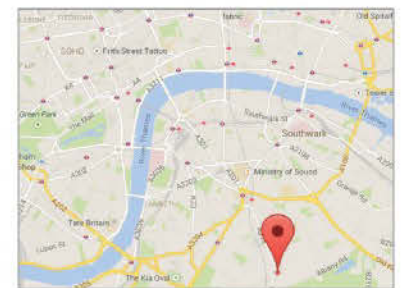
“In Google Earth, some buildings will be shown in 3D, giving you a more realistic sense of scale for them”

Post and share a location



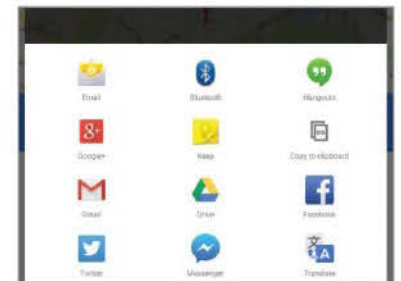
1: Find a map location

In Google Maps, find and pinpoint a location on the map you'd like to share.



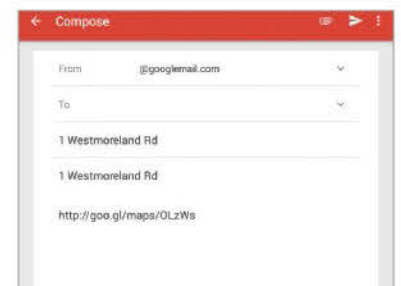
2: Show location details

Tap on the location name at the bottom of the screen to display its details.



3: Choose to share via

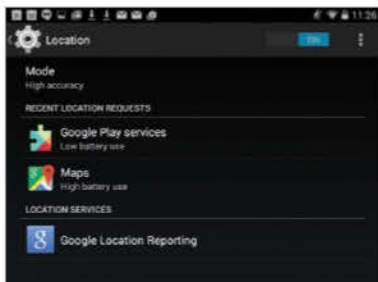
Tap on Share. Choose from the list of available sharing functions and apps.



4: Add a location link

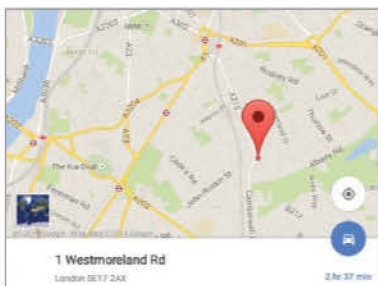
A link to the location will be pasted into the app that you're sharing from.

Find your current location



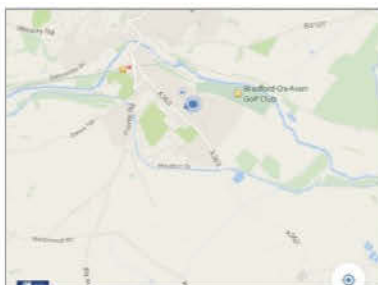
1: Turn on GPS settings

Go to your Location Settings and make sure that GPS is switched on.



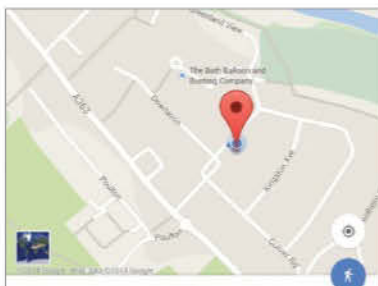
2: Use the GPS locator

Open Google Maps and tap on the GPS icon at the bottom right of the screen.



3: Your current location

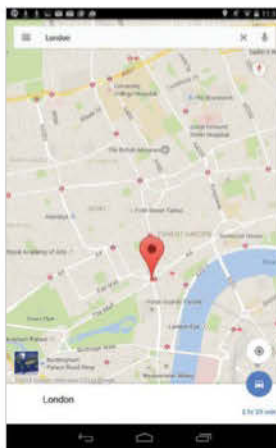
You'll be taken to your location in Google Maps, indicated by a blue circle.



4: Pin your GPS location

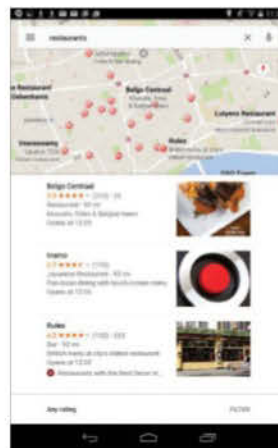
Tap and hold on your location to drop a pin there, saving the current location.

Learn about a place in Google Maps



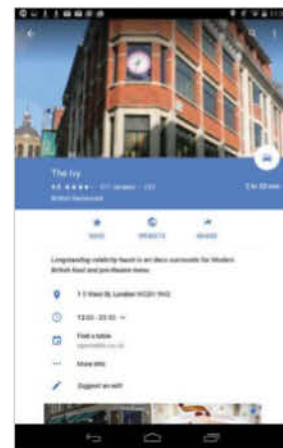
1: Find a place

Once you've found a location you want to know more about, zoom in till icons that represent different points of interest appear on the map.



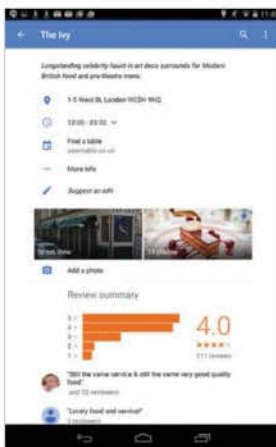
2: Search places

Use the search bar to type in a place of interest, such as 'restaurants' to see all restaurants within the area, which will appear as red dots.



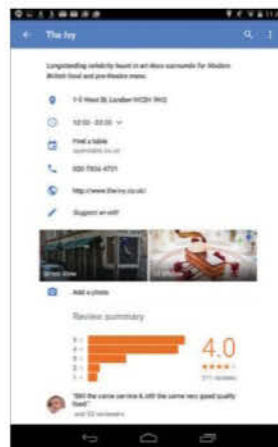
3: Place details

Tap a point of interest to pin it, then tap on the displayed name at the top of the app to see the place's address, rating and details.



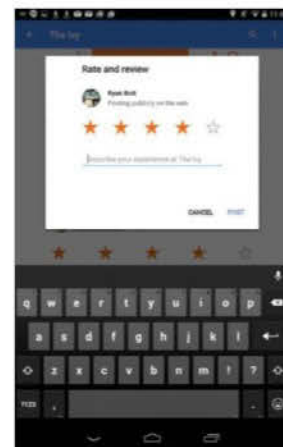
4: Get more info

Scroll down through the info page to view any available weblinks. Tap 'More info' to view any extra information, such as opening hours.



5: Add a number

If a phone number is supplied, you can tap on the number, which will bring up the option to copy the details to your People app.

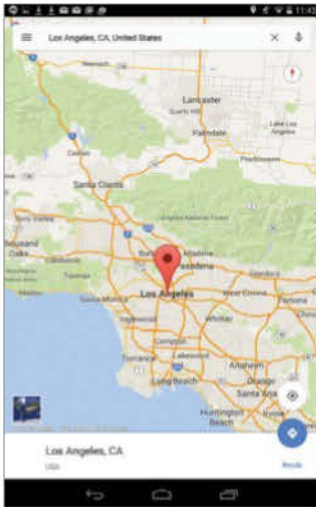


6: Rate a place

Under the 'Rate and review' heading in a place's info window, tap the star icons to rate it. Write a review and tap Publish to post it.

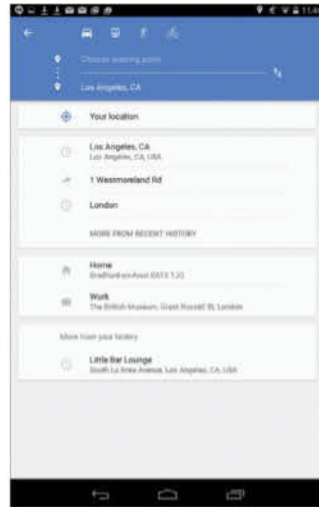
"Type in a place of interest, such as 'restaurants', to see all the restaurants within the area"

Navigate directions in Google Maps



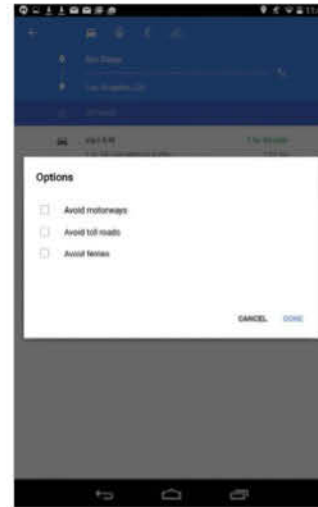
1: Get directions

Search for a pin or location that you want directions to in Google Maps. Tap on the Route icon at the bottom right of the app for more direction options.



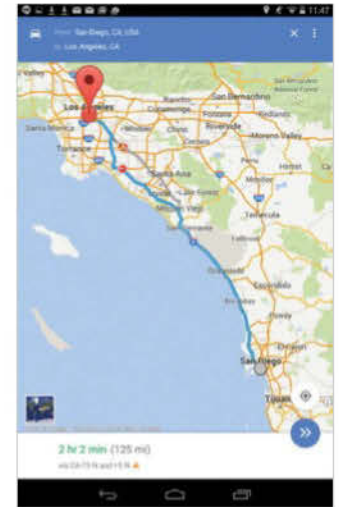
2: Transport type

Select a mode of transport from the icons at the top of the screen. Tap Choose Starting Point if you want to set up a starting location that isn't your current location.



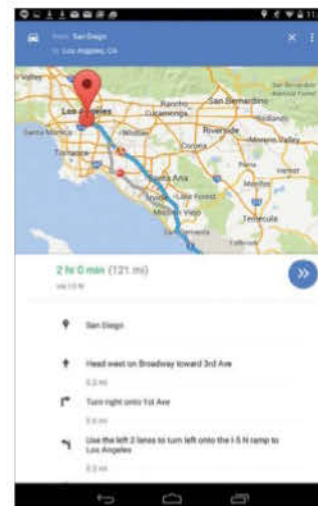
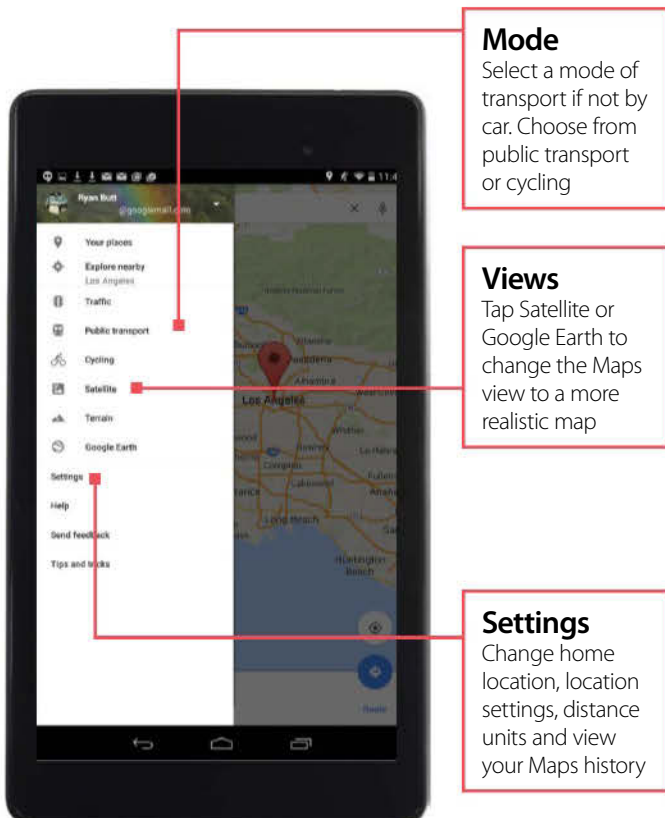
3: Route options

Type in a starting point, then tap on the search icon. Tap Route Options to set up your route so it avoids all motorways or toll roads if necessary. Tap Done.



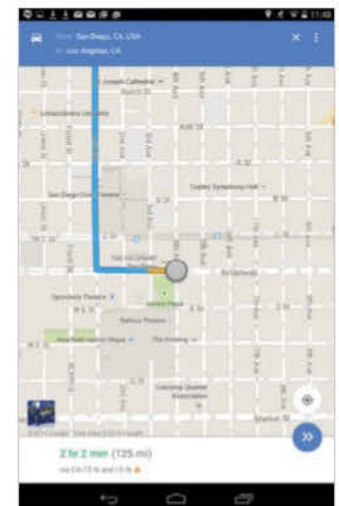
4: View a route

Choose a route from the available options to display the route on the map. Tap on the route information at the bottom of the app to change route details.



5: Alternatives

Your chosen route will be displayed as a blue guideline. Alternative routes will be displayed as grey guidelines. Tap an alternative route to turn it on.



6: GPS navigation

Tap the arrow to enter navigation mode to use your Nexus as a satnav. Tap the menu icon for more options, such as voice guidance and more.



Google Earth

Explore the world and understand every location and landmark within it from the palm of your hand. Google Earth, and our advice, will have you up and running in minutes



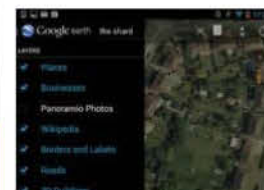
What it can do:



- **Stunning maps**
Map quality is incredible



- **Your location**
Always see your location



- **Useful layers**
Use layers to find places

Search the world on your Nexus

View realistic representations of any landmark or location simply by tapping and searching

Historic and new data

Google Earth is not just designed to show you the world in its current form – there is a lot of useful historical information also available with a couple of taps. Tap the Menu key and you will see a section at the bottom called More Maps. When you select Earth Gallery, you will be presented with a set of thumbnails (Fig 1), each with a description below it showing you what it contains. When you select one, you will be given a completely different view of the world, which could be from the past or even

an overlay detailing unusual views or specialist stats. Despite the fact that Google Earth is primarily designed to give you location-based information that is as timely as possible, the extras that are included can prove useful for research, homework and many other tasks. In the left-hand column you will also see sections to navigate or you can simply browse using the arrows in the top-right corner. There are more than 700 options here which will give you everything you need and potentially more information than you could ever require.

Remember the extras that are easily available and Google Earth will be more useful than ever to you and beneficial for many tasks.

Knowledge is power

Google Earth includes a number of layers which directly interact with the locations you are viewing and we have detailed how to select these in a related tutorial. However, if you take some time to explore each layer, you may be surprised at what is on offer. The Wikipedia layer adds simple markers

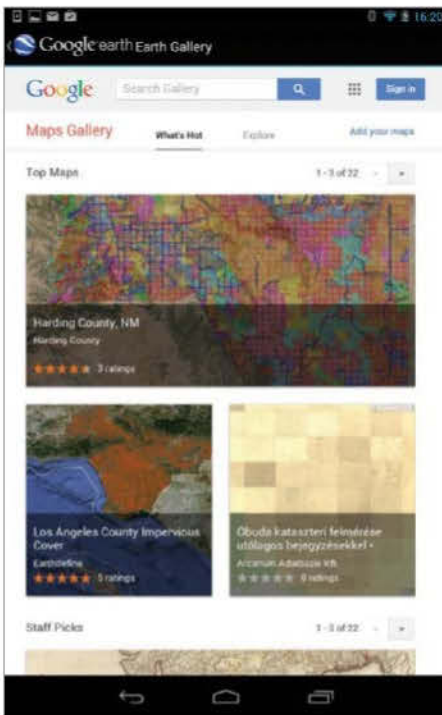


Fig 1: The galleries offer a chance to see the world as it was and are highly informative and educational

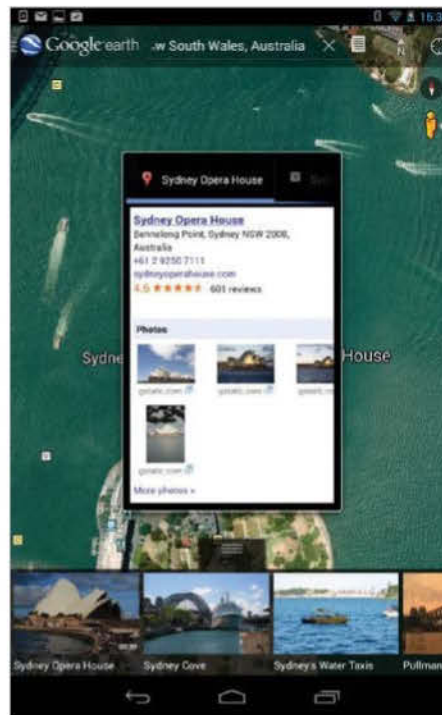


Fig 2: Wikipedia is just one example of where extra detail is available for any location you are currently viewing on screen

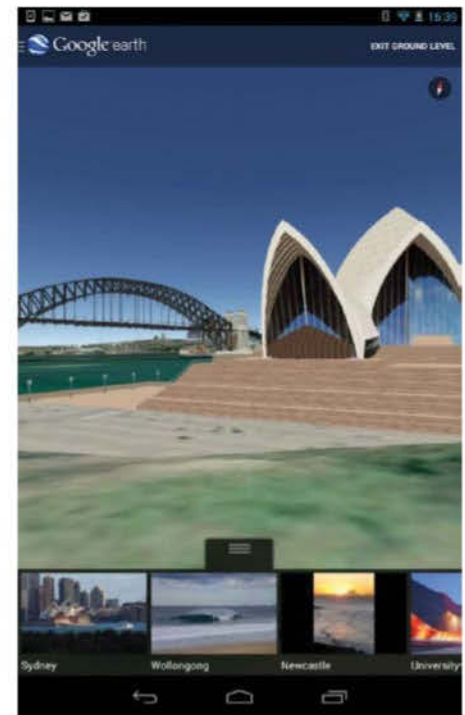


Fig 3: The ground-level option offers the most realistic and compelling view of the area you are looking at in Google Earth

to landmarks and specific locations; when a marker is tapped, you will be presented with a detailed description and history of the location in question (Fig 2). This potentially makes the entire system more useful than using standalone apps for this kind of task and brings together much of your fact-finding into the one solution. If you enable the Places and Panoramic Photos layers, you will also be able to tap markers to see a full-screen image taken by a user. Some of these images can add a lot of realism and familiarity to any map-based location and make you feel as if you are almost visiting the place in person. Be careful not to overuse every layer and feature on offer, though, because this can easily crowd the maps and make them unreadable. Know what you are looking for, enable the features and enjoy the stunning realism.

Time for a quick walk

It would be easy to think of Google Earth as a mapping tool, but it offers so much more when it comes to 'seeing' what a place far away is really like. You will notice a small yellow man in the main map screen in most views, but it is very easy to overlook him and presume that he is a static icon. Tap him and

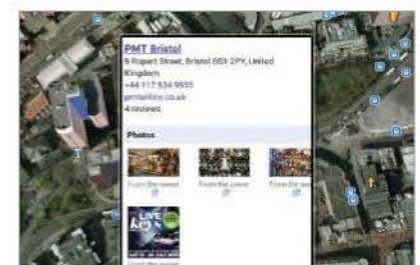
nothing will happen at all; but if you tap and hold and then drag him to the location you are currently viewing, everything changes immediately. You will see a ground-level view (Fig 3) that can look obscured in some locations. Moving your fingers around the screen will still move the entire display and this comes into its own when you move the man to 3D buildings. The detail is incredible and you will be able to see buildings, landmarks and locations in their most accurate representations and consequently be able to understand what makes them so special. To navigate away from ground level again you need to tap the Exit Ground Level option in the top right-hand corner and then you can continue exploring as before.

Away from the ground-level feature, simply zooming in to certain areas, such as major cities like New York, will produce stunningly realistic imagery and you can choose to set the image quality to 'high' if need be. As you move your finger around the screen, the buildings will appear, but remember that using the high quality setting on your Nexus can cause slowdowns in the app and even in the general usage of the tablet while Google Earth is running.

Find a business

Locate local services

The search mechanism in Google Earth can be used for anything. You do not need to just look for places – you can input businesses or even types of service such as 'Pub' or 'Pizza' to receive markers showing the ones that are closest to you. When you tap a marker, you will see full contact details and even reviews so that you can decide whether a trip out is worth your effort. It is yet another beneficial use for the highly comprehensive Google Earth.



Use the Google Earth features

Understand how to make the most out of every advanced Google Earth feature in seconds

Explore the world with Google Earth



1: Zooming in

Pinch outwards on the main screen to zoom in to the map on display.



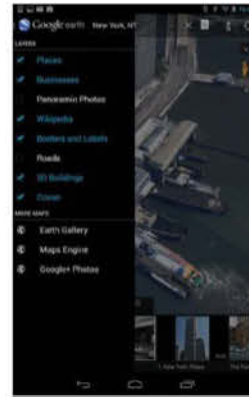
2: Spin around

Spin your fingers either way to change the map display orientation.



3: A real view

Hold two fingers down and pull downwards to tilt the main map view.



4: So much detail

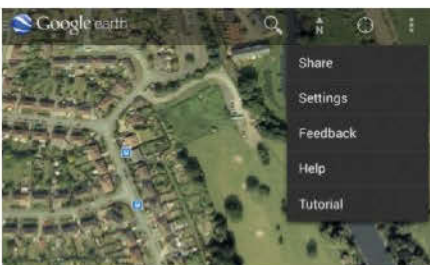
Tap the top-left menu icon to manage all of the viewing options.



5: Local landmarks

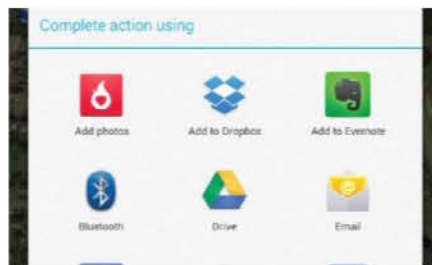
Pull up the bottom black icon to see local landmarks in more detail.

Share any location immediately



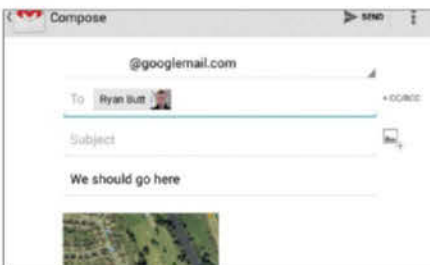
1: Find a location

When viewing a location, tap the Menu key and then select Share from the pop-up list.



2: Sharing methods

Now select the method you want to use to share the screenshot of the chosen location.



3: Send the object

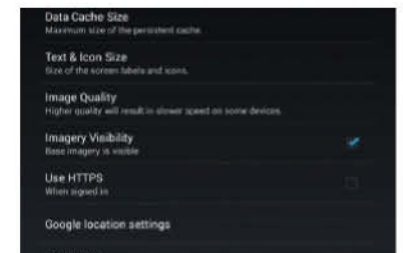
Add details of the recipient, a description, and then click Send to share the location.



4: It's been shared

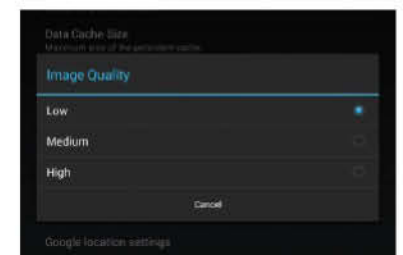
The recipient can now tap the screenshot to see all of the location information they need.

Change the image quality



1: Go to settings

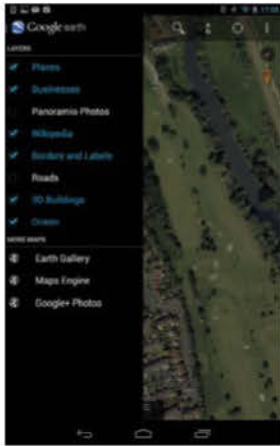
Open Settings from the menu and then select the Image Quality option.



2: Make your choice

Now choose your preferred quality. 'High' may slow down your Nexus.

Change layers and view location data



1: The layer menu

Tap the top-left menu icon to be shown a complete selection of available layers. Select the Places one for the purposes of this tutorial.



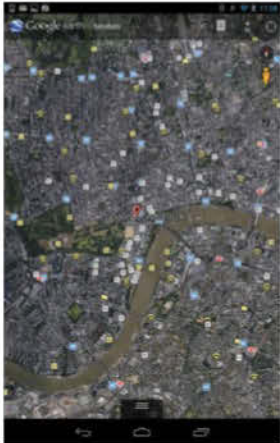
2: See the layer

A series of indicators will appear over the map screen. There is little indication of what they are until you select them. Choose one and tap.



3: Extra detail

You will see a new screen appear with a lot of relevant information about the specific location. Photos, videos and text are included.



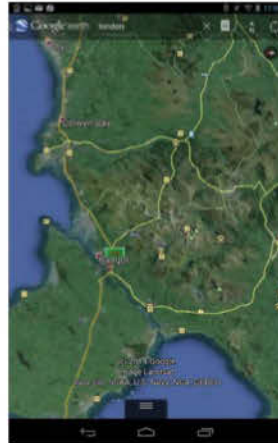
4: A busy screen

As you start to select more layers, the map screen will become busier. Be careful not to choose unnecessary layers that you do not need.



5: Under the sea

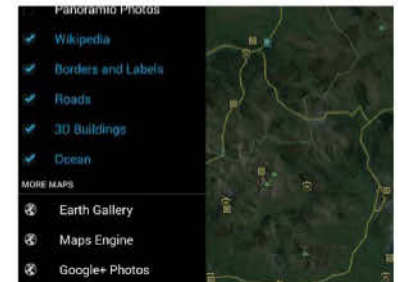
You can even select the Ocean layer to see detailed information for the part of the sea you are currently viewing. Labels are shown as well.



6: Navigation

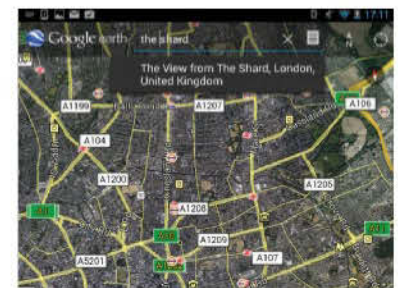
The Roads layer will offer an accurate representation of major and minor roads, with names, and will prove useful for basic navigation.

View landmarks in 3D



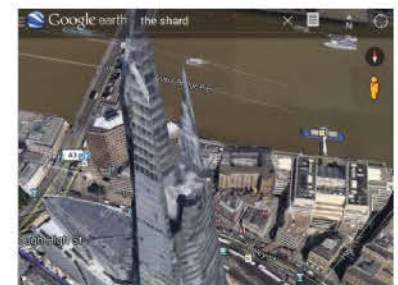
1: Select the 3D option

In the Layers menu, select 3D Buildings and then tap the map to proceed.



2: Find a landmark

Tap the magnifying glass at the top and search for a landmark to view.



3: An unusual shade

3D objects are coloured differently and will look quite unusual at first.



4: Time to explore

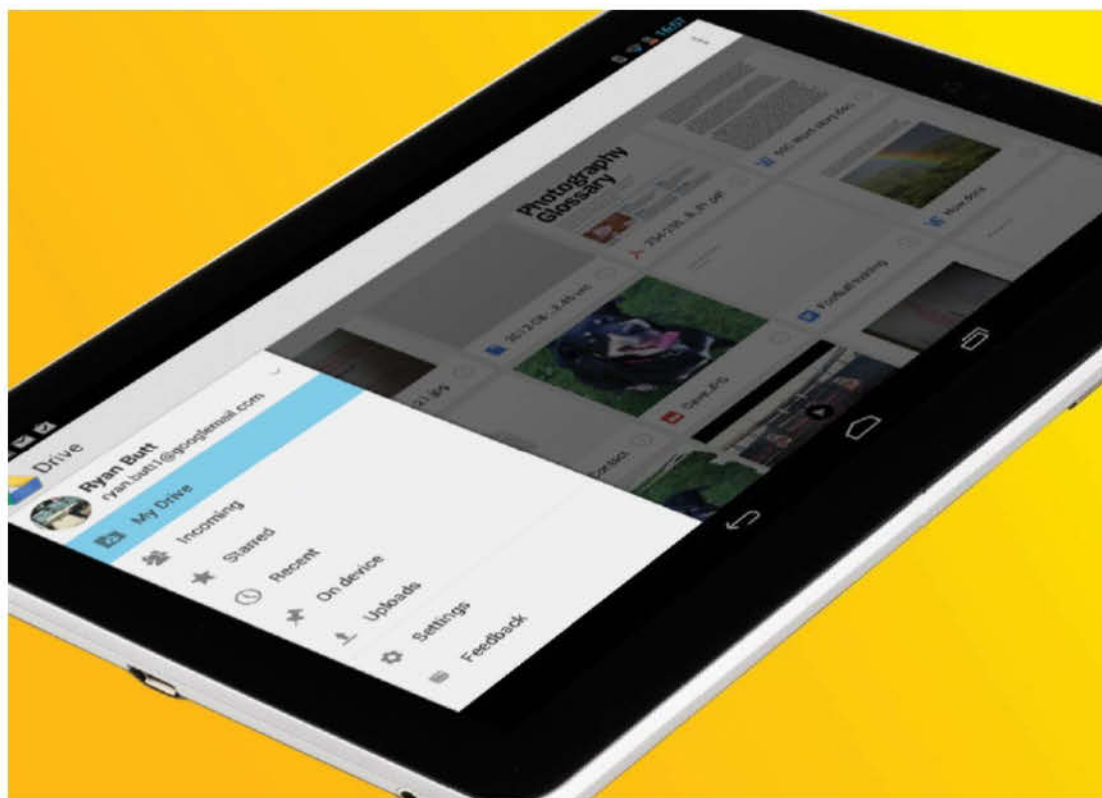
Zoom in and pan to see incredible levels of detail. It's like actually being there.

“Zoom in and pan to see incredible levels of detail in 3D objects. It's almost like actually being there”



Google Drive

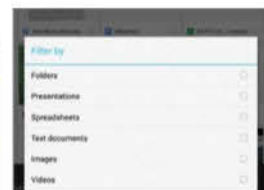
With the Google Drive app, you can upload and store your files in one location, accessible from any device – ideal for sharing and collaborating on documents



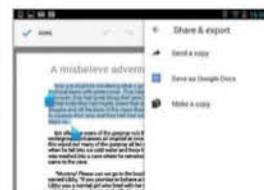
What it can do:



- **Portable office**
Create and edit documents



- **Search quickly**
Find files with filters



- **Share your work**
Collaborate with others

Store files with Google Drive

Make life easier to manage by putting all your files straight into the palm of your hand

Free cloud storage

Google Drive's free cloud storage facility and office suite allow you to upload files onto Google's servers so you can then access them from any Android or iOS device, computer or web browser. Much like Dropbox, Google Drive is an easy way to put all of your vital files in one place. Being cloud based, Google Drive requires a Wi-Fi or data network connection to access your files. However, you can also make the files available offline so you can access them anywhere. Files that are

stored on Google Drive aren't kept on your Nexus – instead, the filename is made visible and tapping on it results in the file being downloaded to your Nexus and opened. With this approach to file storage, you can store gigabytes of data on Google Drive, then simply select which file or document you want to download and access. All of this happens seamlessly within the app. In theory you could upload an entire hard drive of content to Google Drive, then browse through it on your Nexus. On top of this, Google Drive integrates

itself with your Nexus and apps, allowing you to share Drive-stored files and upload files to Drive that are stored on your Nexus (Fig 1).

In-app office suite

Google Drive's office features let you create word documents and spreadsheets on your Nexus 7, 9 or 10. When using Google Drive through a web browser, you'll also be able to create presentations, forms, coding scripts and design work. At a later date, some of these features will most likely be added to the

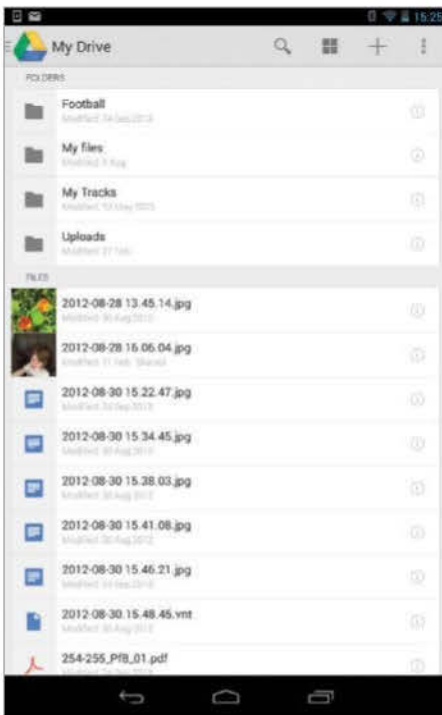


Fig 1: As long as you've got a Wi-Fi or data connection, you can upload and download your files with Google Drive

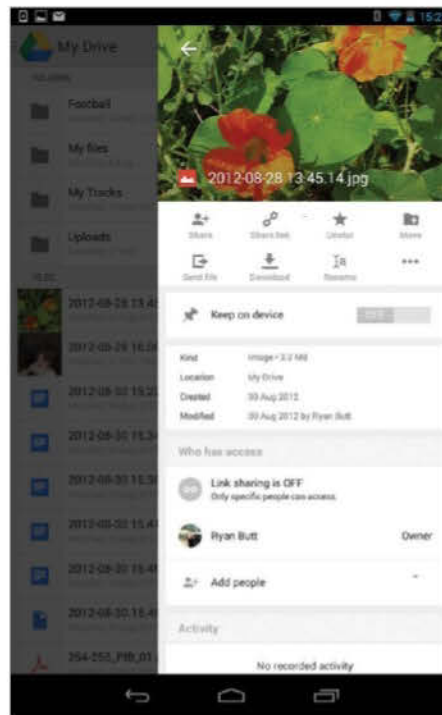


Fig 2: Use permission controls to determine exactly what a user can and cannot do when accessing your Google Drive documents



Fig 3: Scanning documents that are uploaded straight to your Drive is a good way to keep track of receipts and important papers

Android app version. Word documents and spreadsheets are created in a similar vein to any other office program, such as Microsoft Word or Excel. One of the added benefits of creating documents that are stored on a cloud service is how easy it is to share and collaborate with other users. Not only can you provide access to a document to another Google user, but you can allow them to edit and comment on it. You can even work on the same document simultaneously, viewing another user's amendments as they go. Drive-created documents can be shared by providing users with access to them (Fig 2), as well as sending out a link, emailing the document or printing it. You can also download a copy of a document into a PDF format, making it universally readable to people you want to share it with who don't have Google Drive.

Complete integration

When managing files in Google Drive, you can arrange and upload items into folders. When running an app on your Nexus that contains files of any type and has a share function, you'll be able to send them directly to your Drive account from the app. Or you can use

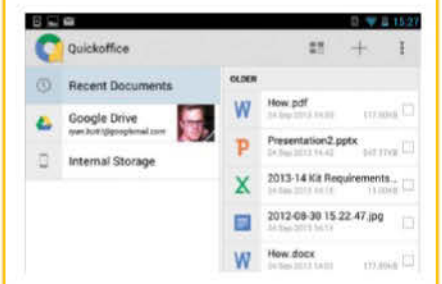
the Google Drive upload tool to locate a file from your Nexus or an app and place it in your My Drive folder. From the bottom toolbar you can upload files, create documents and scan physical documents with your camera. Tap the Scan icon, then point your camera at the document you want scanned (Fig 3). Turn on the flash if needed, then tap the blue button. In the next window, a preview of the scanned item will appear, where you'll be able to edit the image and then upload it to Google Drive. All uploads can be found in the Upload window, accessible from the main menu of Google Drive – where you can also manage your folders, access your offline documents and increase your Drive's storage space. Whenever you open a file in Google Drive, its data will be added to a cache, which can build up over time. Tap the Menu button then Settings, then tap Change Size to set a limit for how much data will be downloaded and kept on your Nexus from Drive. From the Settings window you can also clear the current cache to free up some space.

With free storage space of 15GB and the ability to quickly upload and share files with others, Google Drive is the number-one app for a fast workflow when managing your files.

Quickoffice app

Google's pocket office

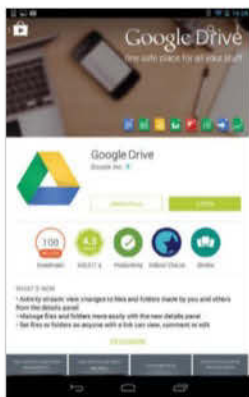
Google Quickoffice is available from the Play Store. Quickoffice lets you create documents, spreadsheets and presentations. You can also use it to open and edit Microsoft Office files. It offers similar tools to Google Drive, but with an extra emphasis on office functions. An added benefit is that Quickoffice lets you open files stored on your Nexus, without having to upload them to Drive before working on them. It's the perfect companion to Google Drive.



Cloud storage for everything

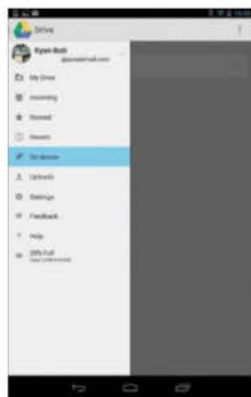
Gain fast access to all of your most important files and documents no matter where you are

Create and upload a Drive document



1: Google Drive

Download the Google Drive app from the Play Store, then open it on your Nexus.



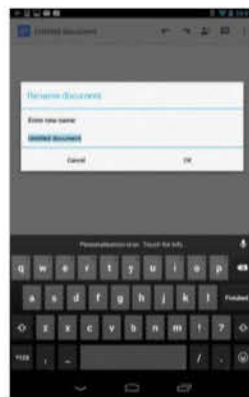
2: Google sign in

Sign in to Drive with a Google account. Once you're in, tap Create at the bottom of the app.



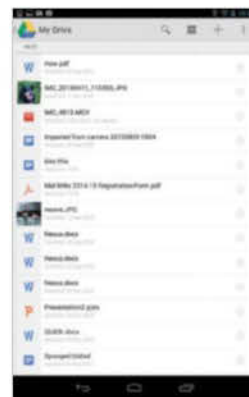
3: Create a doc

In the Create window, tap on Document, then go ahead and give a title to your new document.



4: Edit your doc

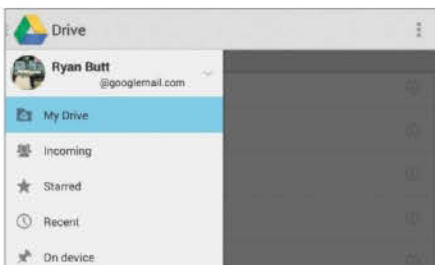
Add words and other content to your doc. When you're finished, tap on the tick icon.



5: Upload a doc

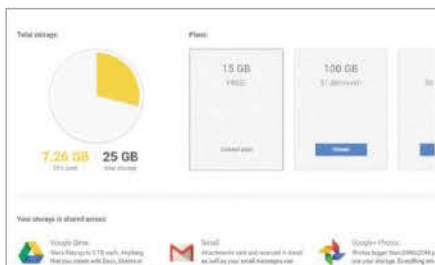
Once you've saved your document, it will be automatically be uploaded to Google Drive.

Buy storage space for Google Drive



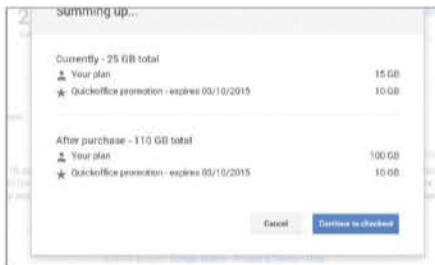
1: Drive storage

Open the Google Drive menu, then tap your storage info at the bottom of the menu.



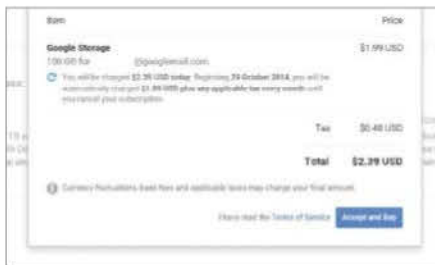
2: Choose your plan

Sign into your account. Choose a storage option. Tap the arrow for more choices.



3: Payment method

If you don't yet have a card registered with Google, tap 'Add a new payment method'.



4: Upgrade storage

Once you've added your card details, tap Buy. Your storage will be automatically updated.

Delete a file from Drive



1: Select the file

In the My Drive window, press and hold on a file that you want to delete.



2: Remove the file

Tap Remove. Removed files will be deleted from your entire Drive folder.

Format your Google Drive documents



1: Format tools

Open or create a Google Drive document. Swipe along the toolbar to access the various different formatting options, including the ability to format text.



2: Editing text

Press and hold on text to select it. You can then drag the pins either side of the text to change your selection, and apply the desired formatting tools as necessary.



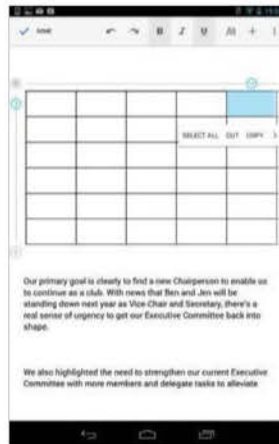
3: Text alignment

Tap the Paragraph option in the Drive toolbar. An options window will appear. Choose an alignment that suits your document. Most tools have an options window.



4: Insert tables

Tap the '+' icon and choose Table. Next, swipe the rows and columns to get the desired number of each within the blue box and then tap 'Insert table'.



5: Edit an object

With an object such as a table in your document, you need to tap on it to edit it. Tap the '+' icon to add a row or column, and use the corner pin to resize it.

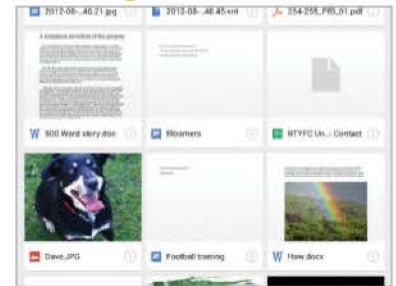


6: Delete objects

Tap an individual box in the table, then the arrow icon from the pop-up. Here you can add and remove rows and columns, and delete the whole table if need be.

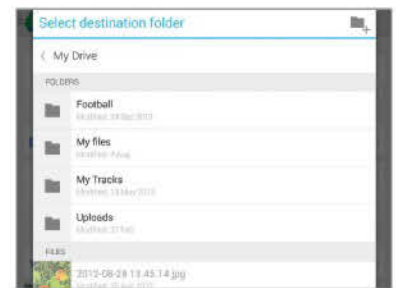
“Swipe along the toolbar to access the various different formatting options, including the ability to format text”

Manage files on Google Drive



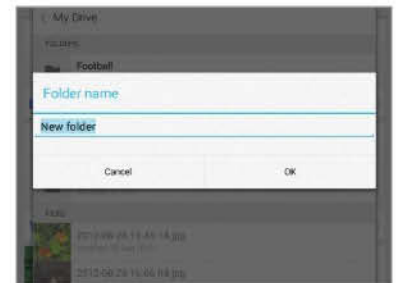
1: Preview with tiles

Tap on the tile icon to view files as tiles, making them easier to preview.



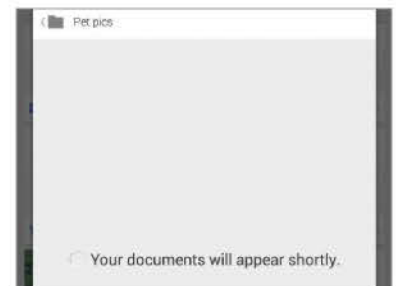
2: Move a file in Drive

Press and hold on a file. In the menu, tap 'Move to' to view all your folders.



3: Create a new folder

Tap the new folder icon and name the folder. Then tap OK to confirm.



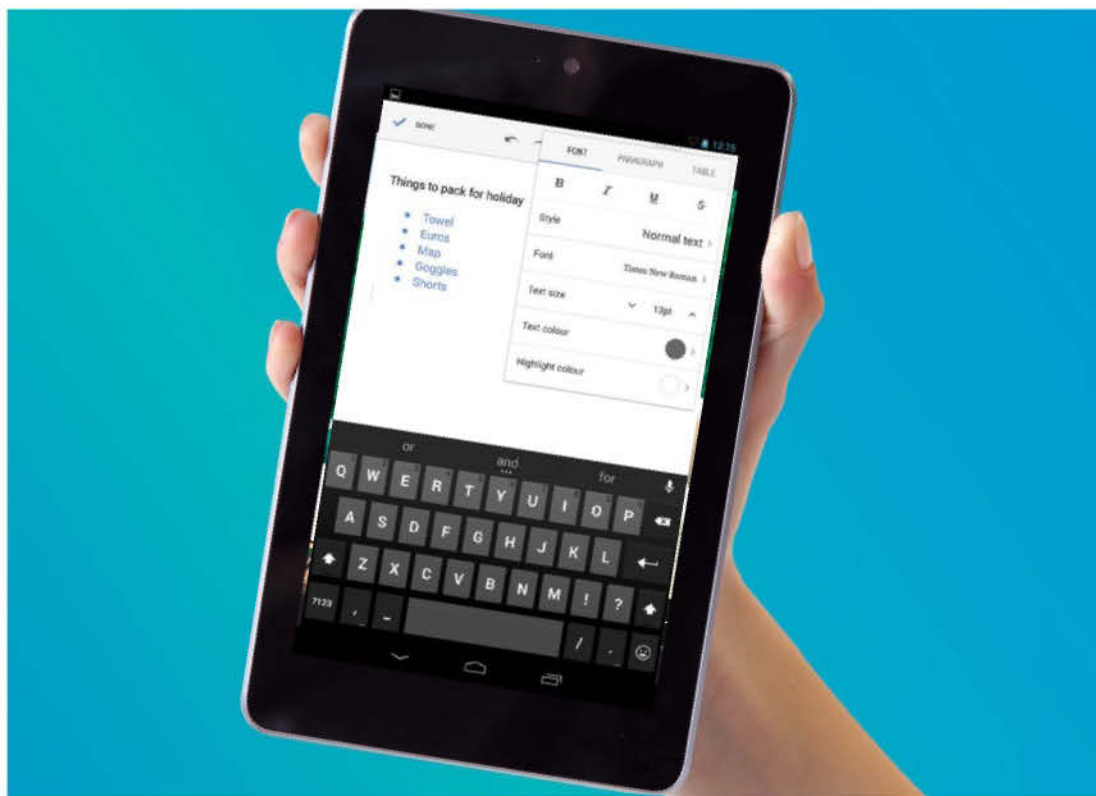
4: Move files to folders

Tap Move and your selected file will be sent to the newly created folder.

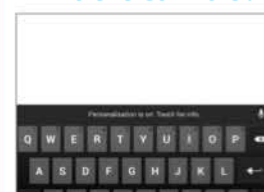


Google Docs

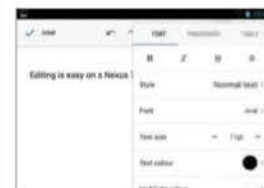
Use a suite of tools in Google Docs to create documents from scratch and share them directly to the cloud for access across all your Nexus devices



What it can do:



- **Create documents**
Use the keyboard to type



- **Format text**
Make your text stand out



- **Word compatible**
Export to Microsoft Word

Create documents with ease

Learn to get the best document-creation experience when using the amazing Google Docs

Google Docs has long been the staple document creation tool for Android users. In many ways it rivals Microsoft Word and in recent updates it has continued to get new features and editing tools for users to explore.

When you first open the app, you'll be greeted with your standard blank document. Along the top lies a range of formatting tools and the keyboard should automatically appear from the bottom. By pressing on the + symbol at the top-right of the app, users can choose to create a table. In some ways, it adds

a spreadsheet function to Google Docs and is very handy when looking to manage large amounts of data in a single document.

To the right of that is the menu icon, where you'll be able to share and export your finished document, or use the Find & Replace option to scan for words you no longer want to use. For those worrying about the lack of a save button in Google Docs, no worries, as the app backs up all of your creations automatically to the cloud; where you can then load up the app again and continue editing the document.

Once you've finished your first few documents, press on the Docs icon at the top-left of the app. This will take you back to the overview screen where you can take a look at all of your finished and in-progress documents. Press on the AZ icon at the top of the app to put the list in alphabetical order, or use the bullet point icon to put them in chronological order. By long-pressing on a document, you can then either rename it, remove it from your Docs account, or simply see some more details about it.

Type out documents

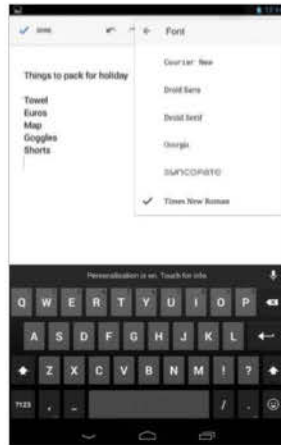
Get your fingers ready to master all the features

Format text in your documents



1: Type out your text

The first step is to press anywhere on the document to get your Nexus keyboard to appear. Once it does, it's just a case of typing.



2: Change and resize the font

Now press on the A symbol and select Font from the list. Choose a new size for the font used.



3: Formatting options

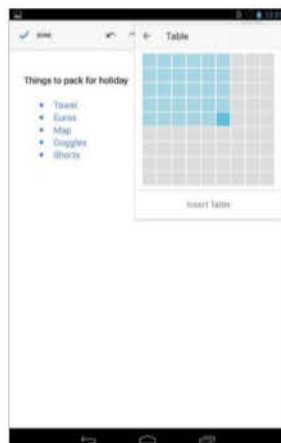
Scroll right on to the Paragraph tab to add indents to your text or to add bullet points to lists.

Add a table to an existing document



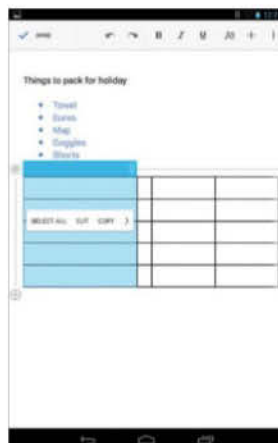
1: Insert table option

You can add tables to documents. Press on the + icon at the top of the app followed by Insert and then the provided Table option.



2: Choose table size

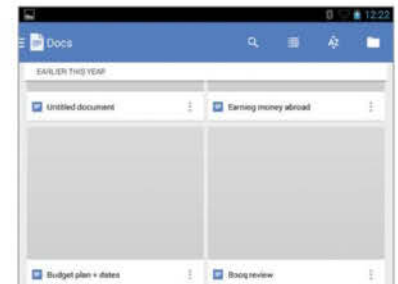
A chart will appear. Use this to pick how big you want the table to be. Once you are happy with the size, press Insert Table.



3: Format and add text to a table

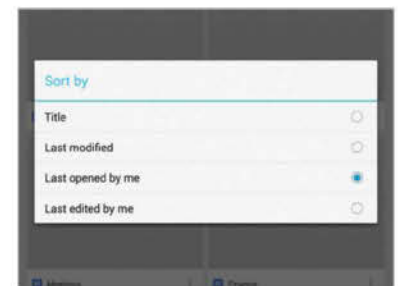
Long-press on the table to resize individual columns before adding all the necessary text.

Manage your documents



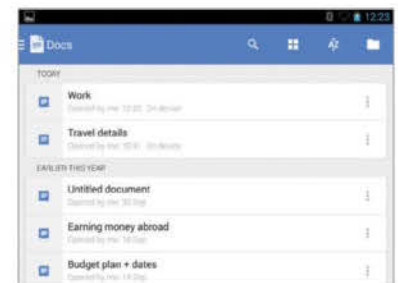
1: Get an overview

Press on the Docs icon to be taken to the overview screen on Google Docs.



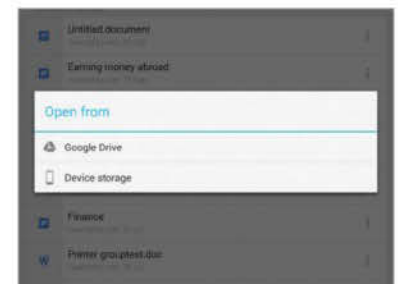
2: Sort through documents

Select the AZ icon at the top and use the menu to filter your documents.



3: From overview to lists

Now press the list icon to create a chronologically-ordered document list.



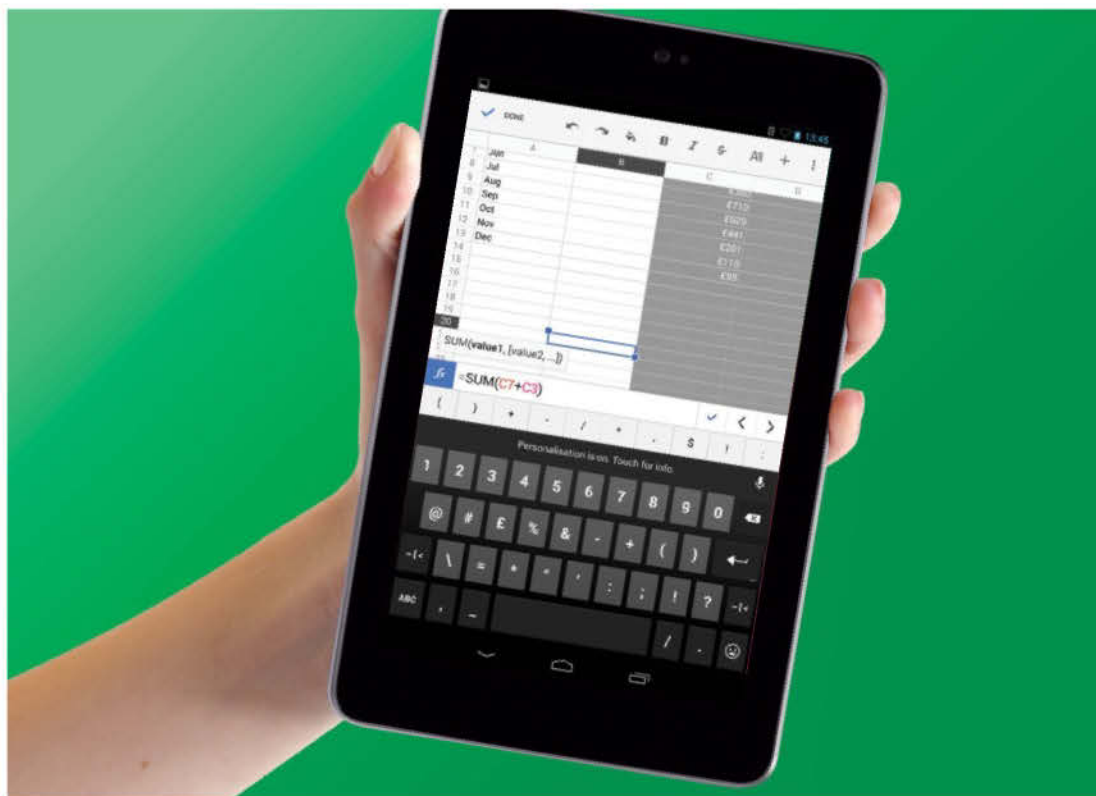
4: Import from Drive

Open the folder icon and select Google Drive to import other documents.



Google Sheets

Master Google's alternative to Microsoft Excel and put together amazing spreadsheets that can be heavily customised and filled with different formulas



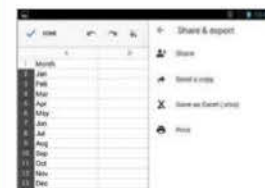
What it can do:



- Create spreadsheets
Navigate through data



- Input formulas
Solve different equations



- Save as .xls file
Share with others

Devise your own spreadsheets

Use the suite of features in Google Sheets to create detailed and informative spreadsheets

When handling a large amount of data, the best choice for Android users is to use Google Sheets. When you open up the app, you'll be presented with a blank spreadsheet that can be filled in with data. By pressing on an individual cell, you'll soon find several editing options appearing at the top of the app. These options are ideal for adding some definition to certain cells that you want to stand out from the rest. By dragging on the corner of a single cell to encompass the cells around it, users can apply these editing options to

multiple cells at the same time. Although most are self explanatory, pressing on the + icon, users can insert new rows or columns to the spreadsheet. This is a great tool if you've missed a line of data that you need to place in between other rows of data.

By far the best feature of Google Sheets is the formula function that will be at the bottom of any spreadsheet you create. This feature is best used to calculate SUMs between large amounts of data and, by pressing the FX button, users can explore a wide range of

functions for putting together formulas. It's a fairly complicated system, so make sure you thoroughly read what each of these options do. When you've picked the function and put together your formula, the finished SUM will appear within the cell you designated. If an error symbol appears, revisit your inputted formula to correct any mistakes that you may have accidentally added. As with all of the Google apps, your saved spreadsheets will automatically save to the cloud for easy access across any of your Nexus devices.

Edit spreadsheets

Add as much detail as you like to created spreadsheets

Format in Google Sheets



1: Add in the necessary data

The first step is typing out all the data into the corresponding cells on the blank spreadsheet.



2: Add colour and resize if needed

Press on the A symbol and choose a new colour for your text. If you need, you can resize it as well.



3: Add some borders

Use the Border menu to implement borders for individual or multiple cells at once. This is useful for highlighting areas.

Add complex equations



1: Find SUM option

To include equations, press on the FX icon at the bottom and then select the SUM option that appears within the Math section.



2: Enter cell values

Now it's just a case of typing in all of the cell values within the brackets before pressing the enter button to finish off the equation.



3: Did it work?

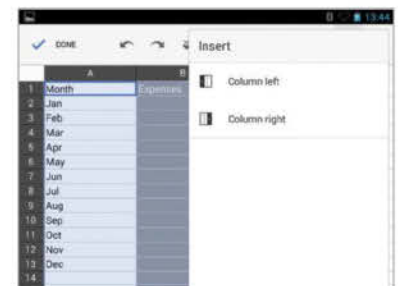
Assuming everything went to plan, the finished SUM should now be on your screen to place wherever it is you like on the spreadsheet.

Add rows and columns



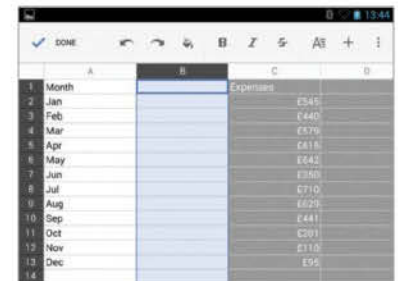
1: Highlight columns

Press at the top of the A column to highlight each row underneath.



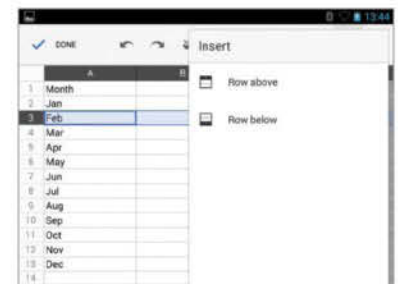
2: Insert new column

Choose Insert and then Column Left from the list provided to add a column.



3: Select rows from sheet

Press on the numbers on the left to highlight specific rows you require.



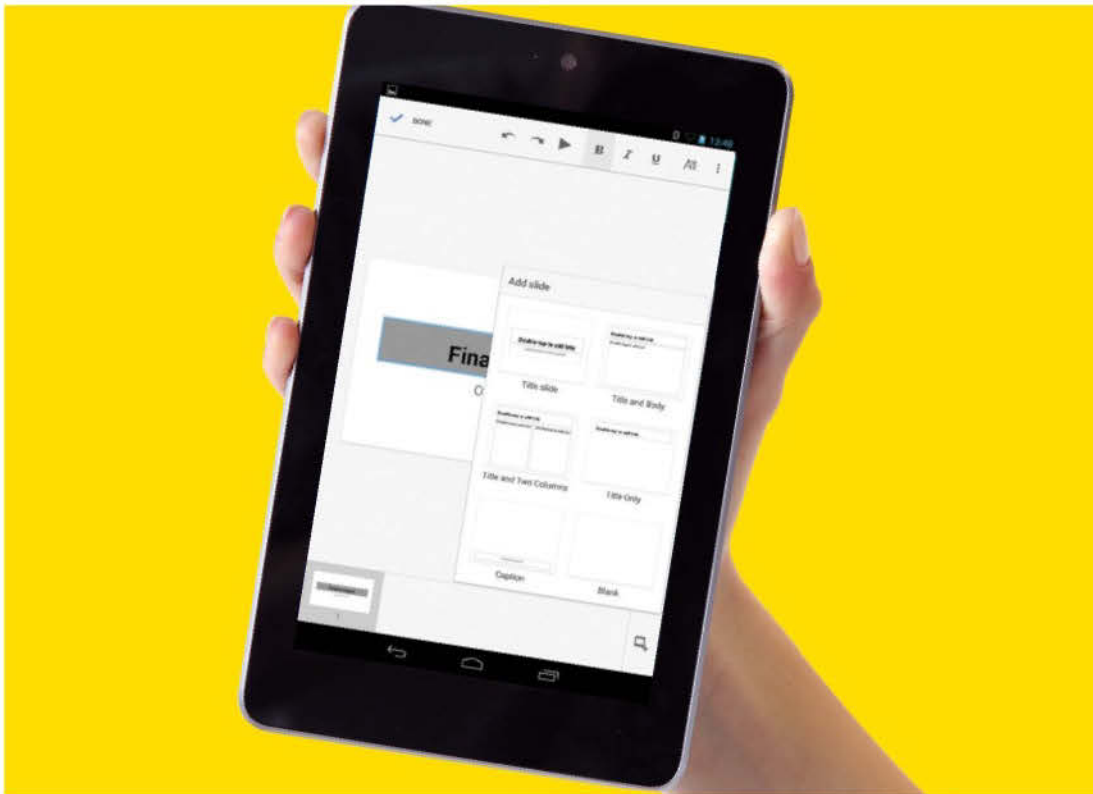
4: Add a new row

Pick Row Above or Row Below option within the Insert menu to add a row.

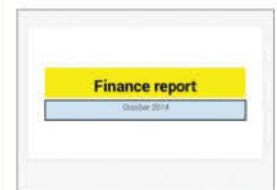


Google Slides

Google Slides makes it easy to create PowerPoint-style presentations without the complex set-up and editing procedures, and all from the comfort of your Nexus device



What it can do:



- **Create presentations**
Produce great presentations



- **Add speaker notes**
Add notes for a presentation



- **Presentation mode**
View the finished version

Master presentations on your Nexus

Use the suite of features in Google Slides to create and edit your own presentations

Creating presentations used to be a difficult process for Nexus users, but thanks to the most recent update to Google Slides, the process is now a lot easier. The app is an ideal tool to not only create presentations from scratch, but also to edit any presentations created in Microsoft PowerPoint. Opening the app will give you a blank presentation to start with, but by pressing the slide icon at the bottom-right of the app, users can add further slides to it. There's a range of slide designs to choose from, with some being

orientated to text-heavy slides, while others are based around images. As you begin to piece together the presentation, use the editing tools at the top of the app to add some colour, input images and generally make the presentation more appealing.

Once you've finished, press on the play icon at the top of the app to go to the Presentation mode. This will enable you to see the finished version of the presentation before sharing it with others. Press on the Back button at any time to stop the presentation and make

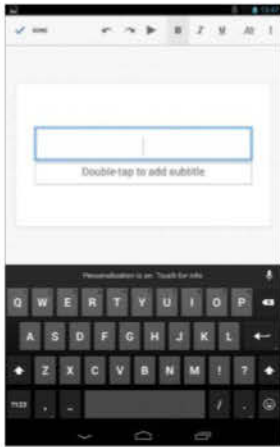
further edits to your slides, or simply press the + icon at the top of the app to invite contacts to view the presentation.

Another handy tool that Slides also includes is storing any notes you have for your presentation. Press on the menu icon, followed by the provided Show Speaker Notes option. Now you'll be able to add notes to each slide to use as a reference while the presentation is in full swing. Back out of the presentation to the main menu of Google Slides, where it'll save for you to access at a later date.

Create presentations

Set up presentations from scratch in Google Slides

Start your slides



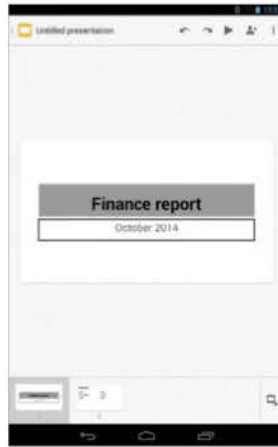
1: Add title slide

Enter the title and subtitle you want for the slide by pressing on each individual box provided.



2: Basic formatting

Press on the A symbol at the top of the app and go through the various formatting options.



3: Confirm changes

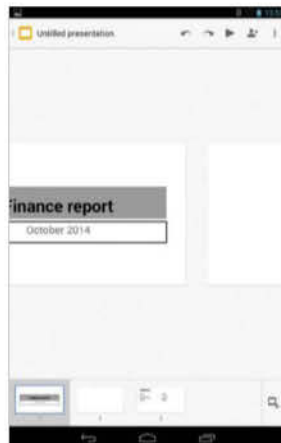
Back out of the menu to see the changes implemented. It can take a few seconds for them to appear.

Adding subsequent slides



1: Choose a template

To introduce more slides, press on the slide icon at the bottom-right of the app and then choose a template to use for the slide.



2: Switch between slides

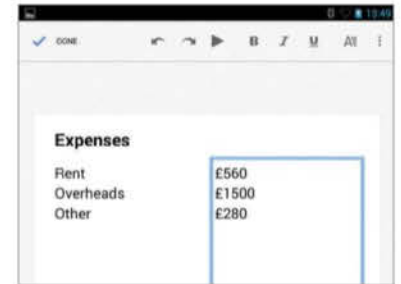
You can switch to the new slide by either pressing on it from the timeline, or simply swiping right.



3: Make some changes

Go to the Shape menu within the Edit menu if you want to change the layout and look of the new slide.

Implement speaker notes



1: Find notes option

Press on the menu icon on your presentation to open the notes option.



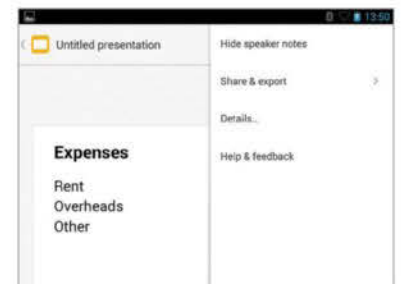
2: Add your notes

The option will appear underneath the slide. Type whatever you need.



3: Add to other slides

Scroll left and right on to other slides and add notes to each of them.



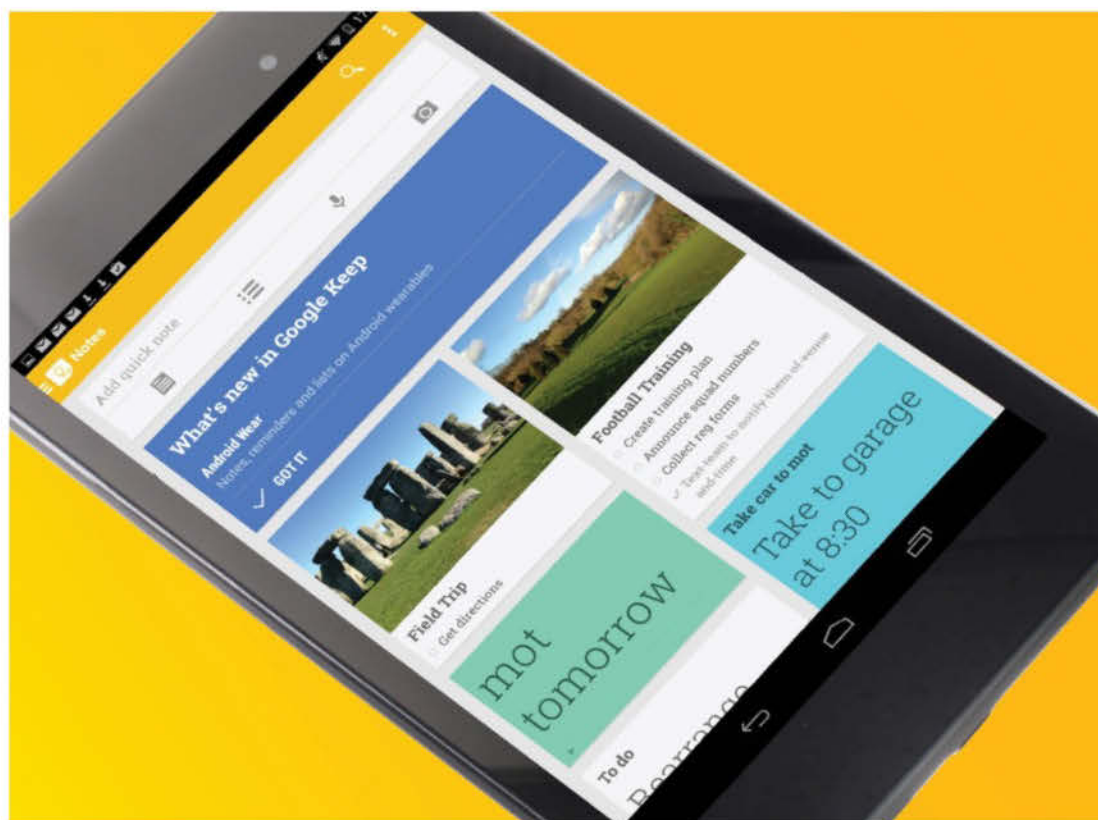
4: Export saved notes

Go back to the menu icon and select the Share & Export option to save notes.



Google Keep

Start using Google's versatile note-taking app to record thoughts, create to-do lists and more



What it can do:



- **Add notes**
Create quick and easy notes



- **Add reminders**
Get notifications for events



- **Sync notes**
See notes in Google Now

Organise your thoughts with Keep

Introducing Google's essential personal organiser that ensures that you never forget

Google Keep is an extremely useful app for capturing whatever's on your mind and ensuring that you are reminded about key events. Via a simple interface, you can create checklists, voice notes or take in-app photos that you can annotate with ideas and observations. What's more, everything you add to Keep is made instantly available on all your devices and is synced to other Google services (as long as you are logged into the same account), such as Google Now, without you having to lift a finger.

There are many ways in which you can utilise the features of this versatile app. You can keep track of your thoughts through notes, lists and photos, add reminders to important notes (and be reminded via Google Now), have voice notes transcribed automatically and use widgets to capture your thoughts quickly. You also have full freedom over how your notes are presented. Any notes you create are automatically placed in your Google Keep screen space and from there you can long-press notes to move them around, colour-

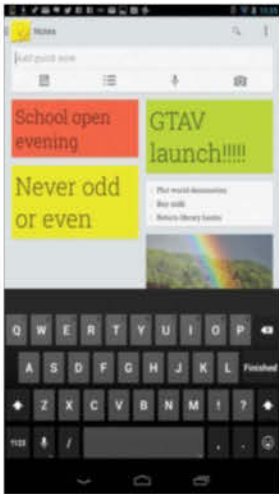
code them, share them via a wide range of services and delete any you no longer need.

You can also transform notes into handy to-do lists by adding checkboxes and access your notes from anywhere (they are all stored on the web at keep.google.com so you can access them from any web browser). So now the big question is how have you managed without this app for so long? Give your brain a rest by lightening its load and feed your thoughts into the handy and ever-reliable Google Keep app instead.

Store thoughts in Keep

Start creating notes, setting reminders and staying in sync

Create notes



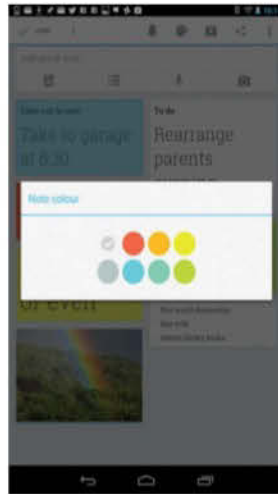
1: Tap the note icon

Tap on the note icon (left) or tap the 'Add quick note' text field to add a simple note to your screen space.



2: Add details

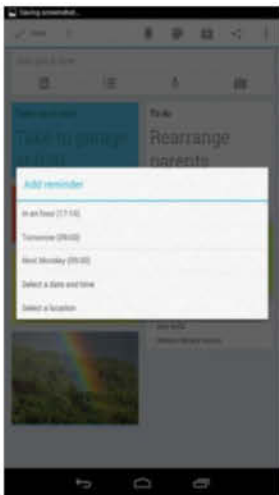
Add a title and text by tapping the respective fields, then tap the top-left Keep icon to save your note.



3: See your note

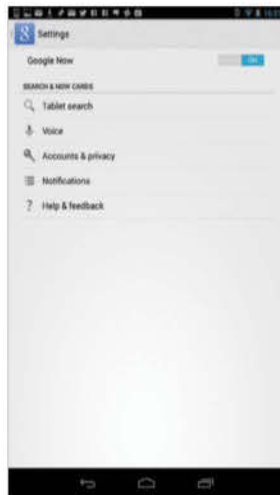
The note appears in Keep. Long-press to drag it to a new position; tap the palette icon to change its colour.

Sync reminders with Google Now



1: Add a reminder

To add a reminder, long-press the note, then tap the bell icon on the top row. You can now select a date and time.



2: Sync Google Now

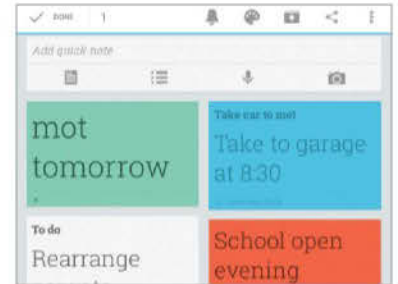
In Google Now, tap Menu, then Settings. In Accounts & Privacy, ensure you're signed into the same account.



3: Tap on reminders

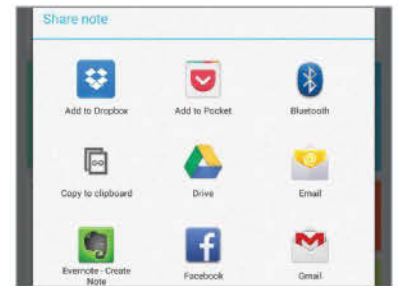
Still in Now, tap the reminder icon in the lower-left corner and all the reminders you've created in Keep will be listed.

Integrate with Google Drive



1: Select a note

Long-press a note, list or photo, then tap the Share icon (right) in the top row.



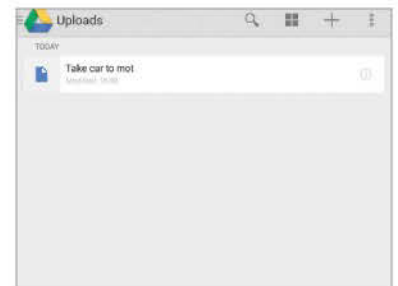
2: Select Google Drive

From the sharing menu, choose Drive and an upload details screen will appear.



3: Add details

Add a title. Select the Google account, then a folder in your Drive. Tap on OK.



4: Check Drive

In the Drive app, tap the top-left icon. Choose Uploads to see your document.



Google Calendar

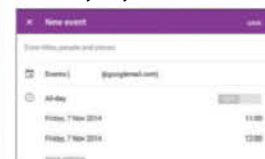
Discover how you can use your Nexus's default Google Calendar app to manage your life, schedule events and keep others in the loop



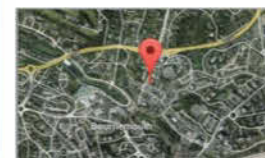
What it can do:



- **Multiple views**
View by Day, Week or Month



- **Create events**
Schedule and share them



- **Maps integration**
Get directions to meetings

Organise your life with Calendar

Ensure that important dates are not forgotten by using Google's versatile personal assistant

Manage your life

It's human nature to forget important dates, despite the fact that personal organiser apps exist on every mobile device. Part of the problem is feeling disinclined to employ the relevant app – it needs to be straightforward to use and require minimal effort. Step forward Google Calendar – which has been given a fresh new look with Android 5.0.

This is a default app on your Nexus, whether you have the 7, the 9, or the 10, and by far the best thing about it is that it's incredibly easy

to use. A simple interface is set to Day view by default, but you can change this by tapping on the menu icon in the top right corner and then choosing an alternate view such as Week or Month (Fig 1). A fourth option, Schedule, neatly organises and displays your day via the appointments you have set up. Elsewhere in the interface you can tap on the Today option to jump straight to the current day (handy if scheduling events in advance), tap the '+' icon to start creating a new event, and hit the top-left menu icon to refresh your calendar, search

for specific items, hide/display the controls and access the settings screen for the app and all the accounts associated with it.

Scheduling events

There are two ways to schedule events in Google Calendar. You can either tap on the '+' icon in the bottom corner or tap on a time frame within your calendar. Either method will bring up a New Event window wherein you can add details, such as the event name, the start and end times, and add the email

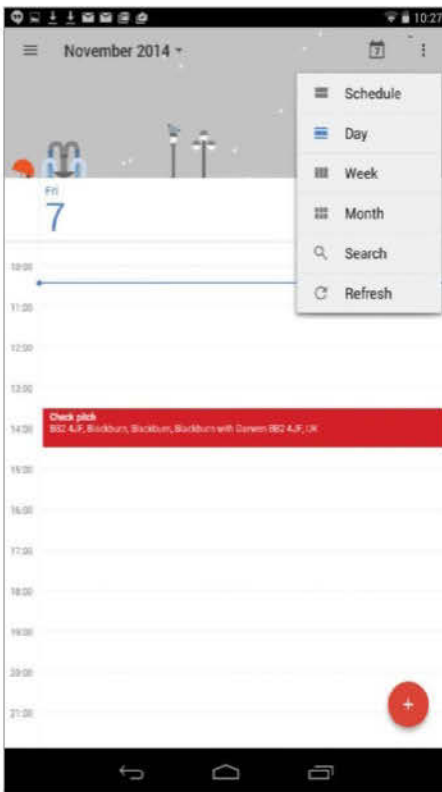


Fig 1: You can choose to view your calendar by Day, Week, Month or Agenda using a simple drop-down menu

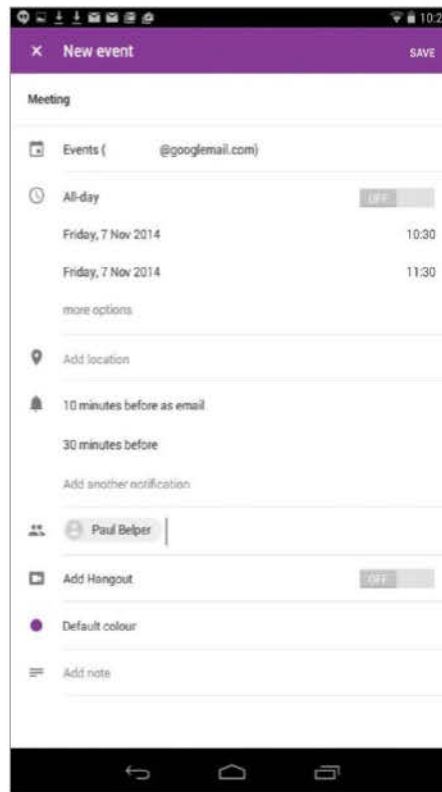


Fig 2: Invite people to attend your events and they will be instantly shared, without you having to do anything else

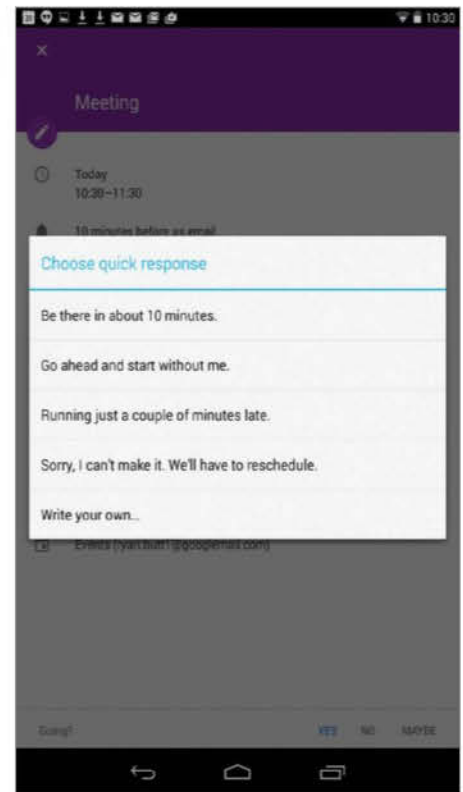


Fig 3: Quick response emails can be fired out quickly and easily if you are running late for an event!

“When you invite a guest, the event will appear in their Google Calendar”

addresses of people you would like to invite. To do this, tap on the Invite People field and start entering email addresses. If the people are listed in your contacts then their email addresses will automatically appear for selection as you type them (Fig 2). When you invite a guest, the event will automatically appear in their Google Calendar and they will be able to tap on the event to display the details and respond as to whether they intend to attend or not. All this happens seamlessly without you having to fire off individual or group emails from other apps. As Google Calendar is linked to your Google account, this app is linked to other Google apps to carry out specific services behind the scenes, one example being Gmail and another being Maps, as you will soon discover.

The time and place

When creating events, ensure that you enter a location and try to be as specific as possible, right down to the postcode. The reason for

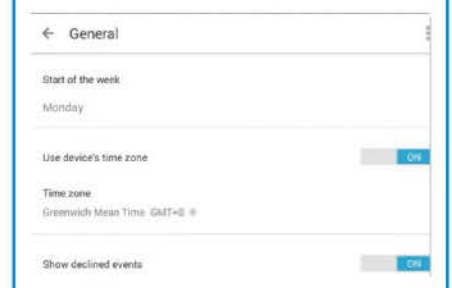
this is that Google Calendar is linked to Google Maps and if a location has been specified it will become underlined, allowing the recipient to tap on it in Google Calendar. This in turn will automatically launch Google Maps with the address already entered in the search field so that the app jumps straight to the location as soon as it is launched. Now, within Google Maps, the recipient can get directions to the location, see what it looks like in Street View to aid navigation, plot a route and even specify the mode of transport to get a detailed journey breakdown and travel time.

If you find that you are running late for a scheduled event, you can bring up the event details box by tapping on it and then choosing the 'Email guests' option. This will provide a list of quick responses you can tap on to email everyone else who is attending (Fig 3). You can edit these quick response messages by going to General Settings (tap on the menu icon in the top-left corner of the interface) to suit your individual needs.

Alter settings

Tweak them to your needs

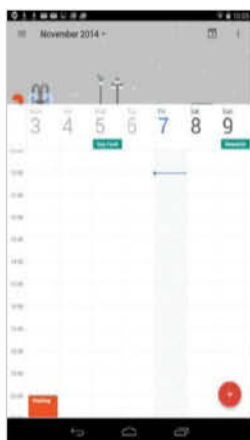
By tapping the Menu icon in the top-left corner of the screen and choosing Settings, you can edit your personal calendars by tapping on your email address, or tweak the general settings for the app. The latter option enables you to determine when the week starts and the time zone. You can also set notifications and edit the quick response emails that you send out from within the app – these are handy for letting other parties know if you are running late and suchlike.



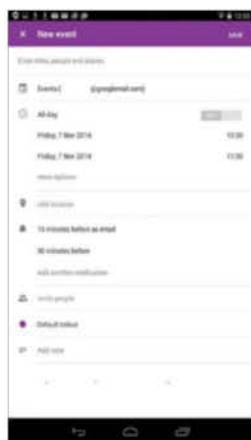
Creating and sharing events

How to use Google Calendar to schedule meetings and invite other people to attend

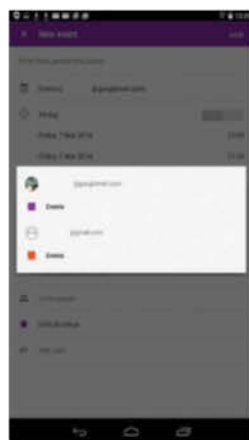
Create a calendar event



1: Press and hold
To create a new event quickly, simply long-press on a time in the calendar.



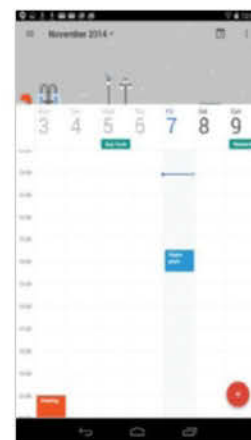
2: Alternatively...
You can also tap the '4+' icon at the bottom of the screen. Either way is fine.



3: Select calendar
Ensure the right calendar is selected at the top of the New Event window.

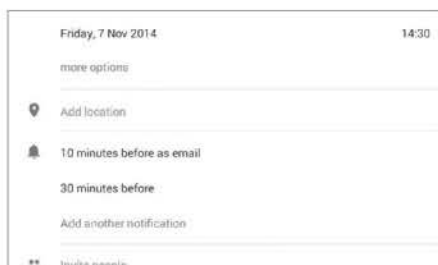


4: Fill in details
Fill in details such as the event name, location and the start and end times.



5: Create event
When happy with your details, tap the Save button at the top right.

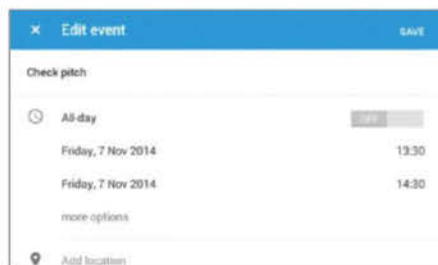
Share calendar events with others



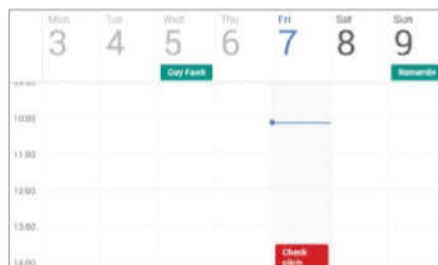
1: Tap on Invite People
When creating an event, tap on the 'Invite People' field about halfway down the window.



2: Add addresses
Add email addresses into the field. If they are in your contacts they will appear for selection.

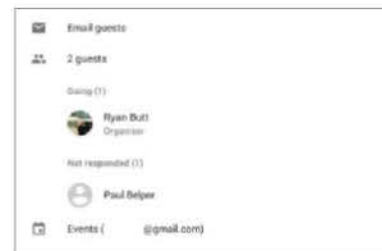


3: Tap Save
When you have finished adding details, tap on the Save button in the top-right corner.



4: Event sent
The event will appear in the calendar of your intended recipients, whereby they can confirm.

Delete or edit an event

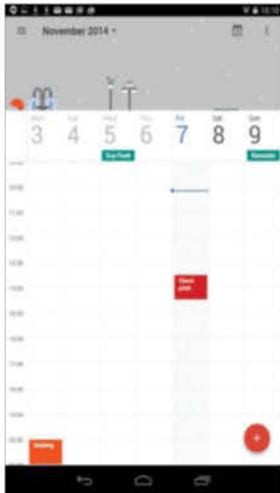


1: Tap on event
Tap on the event in your Day view and a details window will then appear.



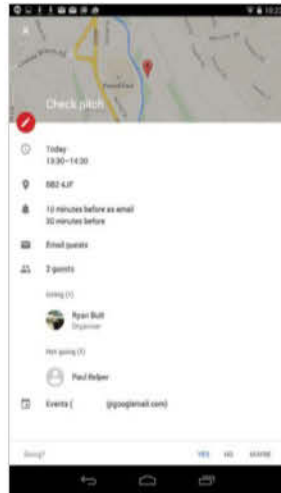
2: Edit or delete
Tap the pen icon at the top to edit the event, or the trash can to delete it.

Find an event location with Maps



1: Open details

Calendar is linked to Google Maps so if a location is given for the meeting, you can easily find it. Start by tapping on the event to open it.



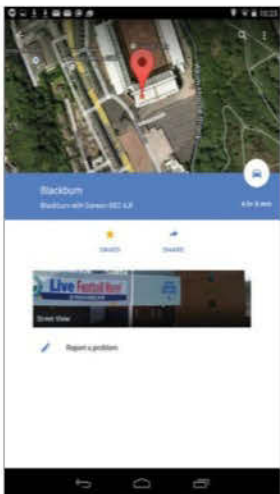
2: Tap on location

The location will be listed under the start and end times. If it is a specific location, it will be underlined; tap on this link.



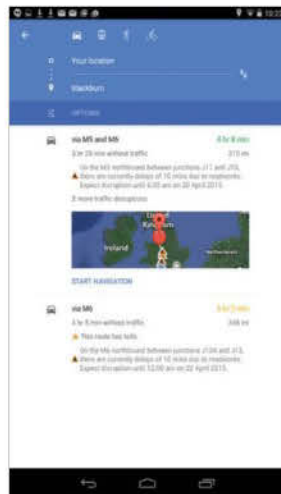
3: See map

Google Maps will launch and take you straight to the location. Tap on the address of the location in the window at the top of the screen.



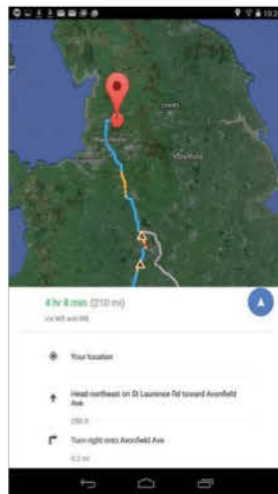
4: Save location

Tap on the star icon to save the address and then you can pay a visit to the Street View function to see exactly where it is you are going.



5: Get directions

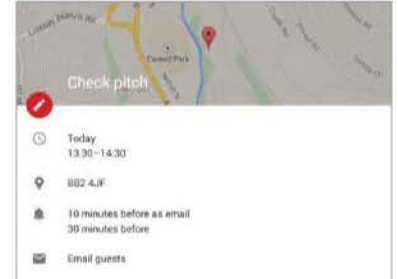
Tap on the journey time to the location and Maps will plan out a route for you to take. You can specify your mode of transport here.



6: Follow the route

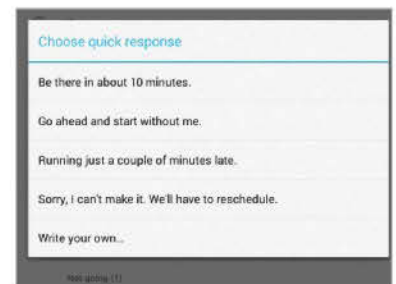
Tap on the journey time box again and you can get turn-by-turn directions. Tap on Start to get the directions dictated like a satnav device.

Email a reply to an event



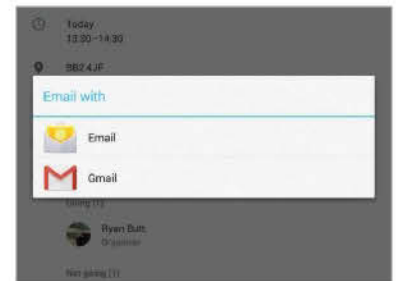
1: Tap on event

Tap on the event to open the details box, then tap the 'Email guests' option.



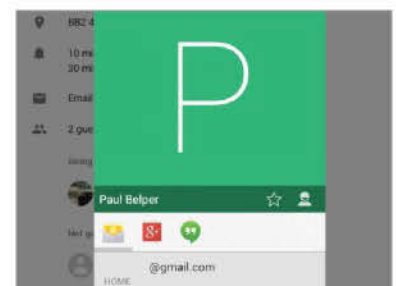
2: Choose a quick response

Here you can tap a quick response email or choose to write your own.



3: Select client

Choose an email client to complete the action and send the email as normal.



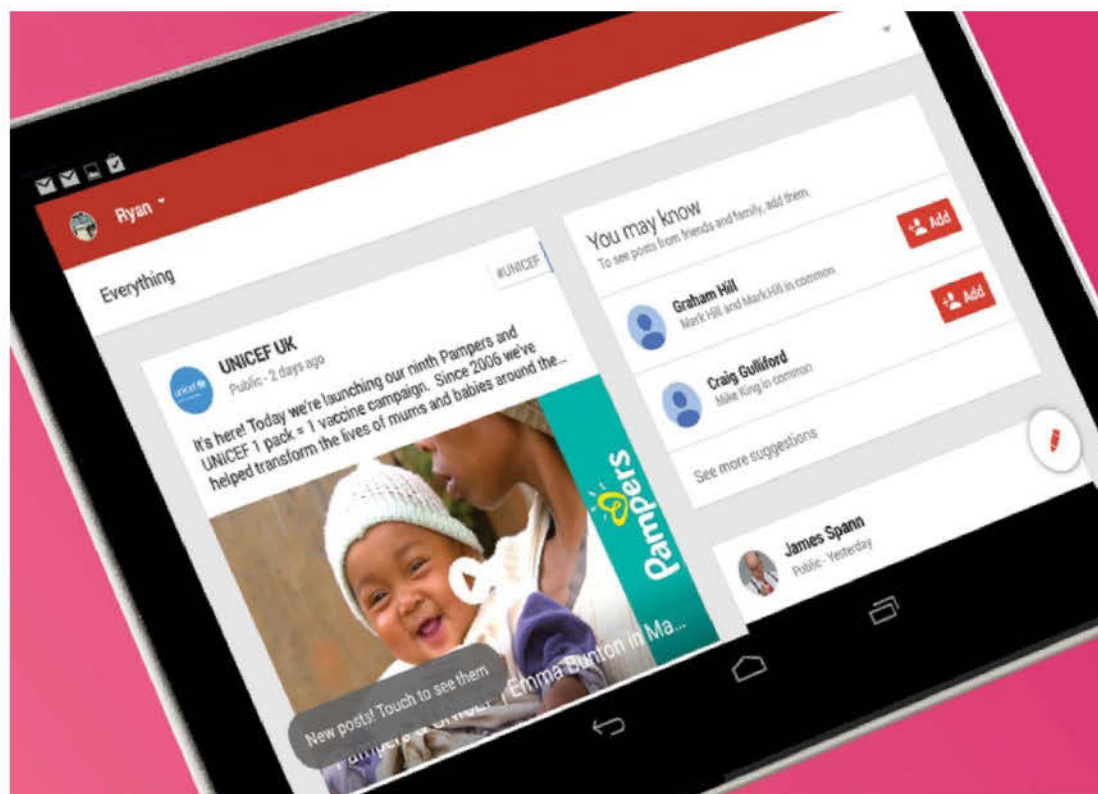
4: Individual emails

If you wish to email individuals in a list, tap on their picture and tap on Email.

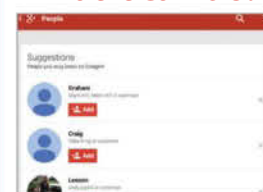
“Google Maps will launch and take you straight to the event location”

Google+

Up your social game by connecting with friends on the Google+ platform and sharing and engaging with colleagues and public users



What it can do:



- Follow friends
See what friends are doing



- Share locations
Tell pals where you are



- Share photos
Share images with others

Use Google+ to keep in touch

Make Google+ part of your online life and use it seamlessly with other Google offerings

Get social

Google+ is an integrated social network that aims to do much more than rivals such as Facebook or Twitter can. Using the power and reach of Google's other products, the application aims to bring together every aspect of your online social list and includes features that are specific to mobile users. Much like other sites, Google+ revolves around your own profile, which you can set up to include as much or as little information about yourself as you like. Each Google account

user is automatically assigned an account that is linked to their email address, so to start it's just a matter of making sure the app is downloaded onto your Nexus and then launching it and choosing an account. Once your account is live, Google will attempt to suggest friends and people you know by using contact information on your Nexus and in your email. Circles is the Google+ equivalent of friending others or following them and you don't need permission to add anyone to your circles and see what they post publicly.

There are different categories of circles, such as Friends, Family and Acquaintances. As you post information and share images, you can specify which circles get to see them.

Access interesting content

Rather than just pushing out updates to friends and family, Google+ also aims to integrate with the wider community including brands, people and places of interest. The app will give you a constant stream of suggestions of people you might know and want to add

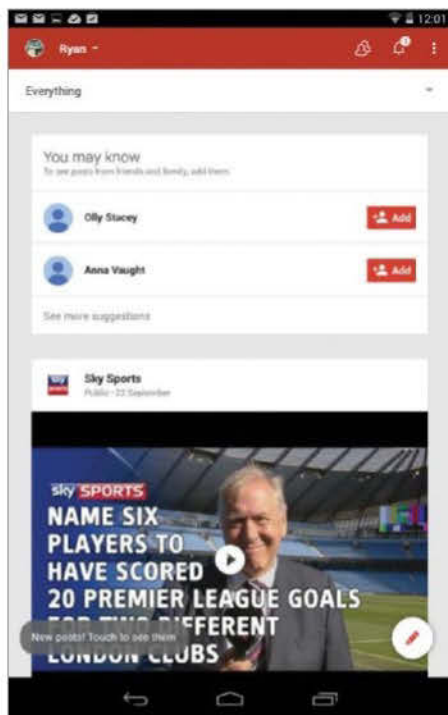


Fig 1: Get content from people, places and brands of interest by searching for them or adding them as they get recommended

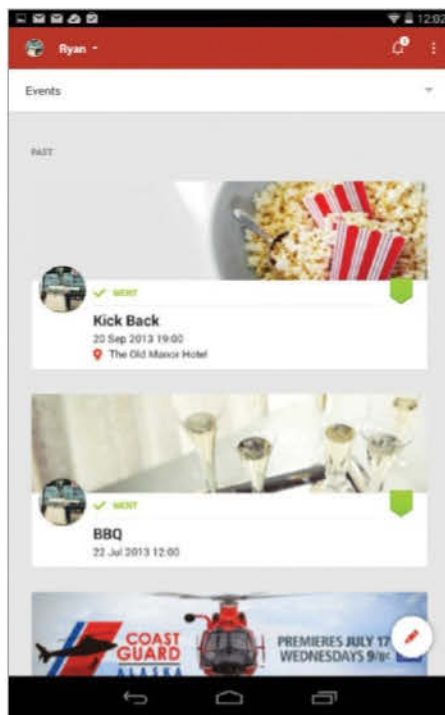


Fig 2: Create an event, invite all your Google+ contacts and manage details of those coming along in the Events section

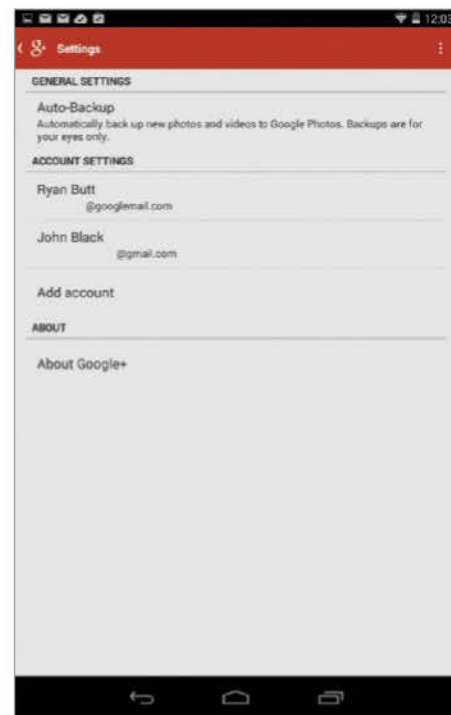


Fig 3: Switch between your Google accounts if you have more than one Google+ profile that you use

into your circles as well as pages that might be of interest to you (Fig 1). The more you use the app and customise it to your own personal taste, the more you'll get out of it. Because you'll be receiving content from many different places, such as your friends and family as well as organisations, Google+ makes it easy to filter what you're seeing. In the main content stream you can choose to view posts from different circles, such as acquaintances only. This feature is useful to keep at bay an overwhelming amount of updates and not miss the important ones from people closest to you. Reading posts is just one half of the function of the app: putting out your own posts is the other. Creating a post is simple once you learn how and it can include images, your location, as well as quirky information such as what mood you're in. As mentioned, you can share this with whichever group of people you specify, meaning you can be as private or public as you want to be.

Events and accounts

Because Google+ brings together all the people you love in one place, as well as those you work and interact with, it's also a good place to mobilise people and create and share

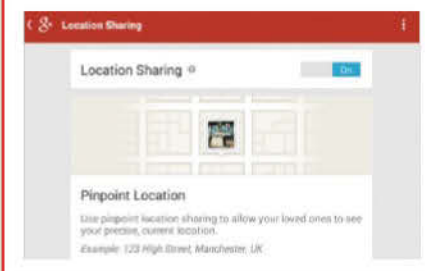
events. The events function lets you create new events and invite contacts. It also keeps track of any events you're invited to. Tap on the Events to see anything that's coming up (Fig 2) or create your own event. The simple but beautiful design lets you create lovely invitations that set the mood for any event and give everyone invited all the information they need. Once an event is in progress, Google+ users can automatically upload photos and share information as it happens. This is an especially useful way to get hold of the snaps you see people taking, without having to ask them to email them to you at a later date.

Because Google+ works on the basis of Google accounts, it is possible to have more than one profile depending on whether you have a personal and work Google account. If you talk about and share work-specific info on one account, having them split up is a real benefit. To see which account you're working with and switch between the two, open the Settings menu and find the Account options. Tick the account you want to use or choose to add an account to the Google+ application (Fig 3). You can't be logged into more than one account at one time, so be sure to switch between the ones you need.

Location sharing

Check your settings

The functionality of Google+ is enhanced by the location features which allow users to tag posts with their current whereabouts, making it easy for people close by to see what's going on in the area. Take care when setting your own location preferences as you might not want everyone to be able to track your every post. Go to the Location option and tap the Menu button to bring up location sharing. Here you can choose to share your location with people in a selected circle, rather than every user.



Install and set up the Google+ app

Download Google+ from the Play Store and start using it to connect with others

Set up Google+



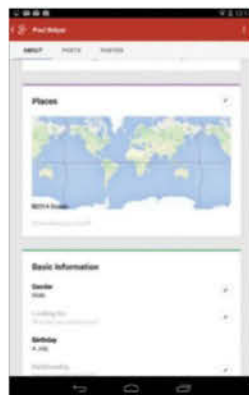
1: Find in Store

Launch Google Play and locate the Google+ app in the store. Tap on the Install button.



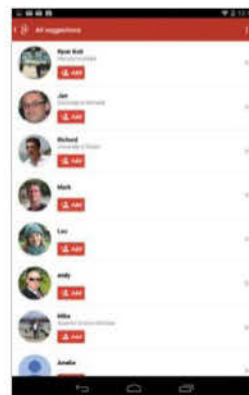
2: Choose account

Select which Gmail account you would like to associate with your Google+ page.



3: Set up profile

Specify how your personal info will appear to other users. You can also add a profile photo.



4: Find friends

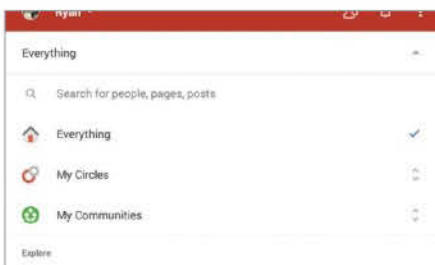
Use the Google+ suggestions to find friends and then add them to your circles.



5: Choose a circle

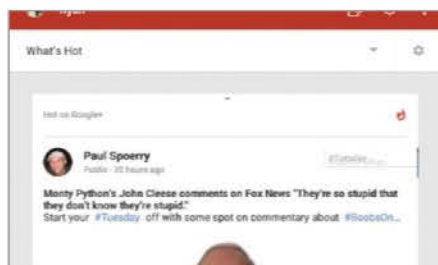
Choose whether to add new people as family, friends, colleagues or acquaintances.

View content streams



1: Choose a stream

Content streams include Friends and Family. Choose one to view what people are saying.



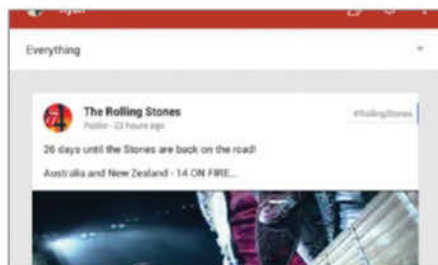
2: See what's hot

View the most popular posts and see what's trending by tapping What's hot.



3: Content by location

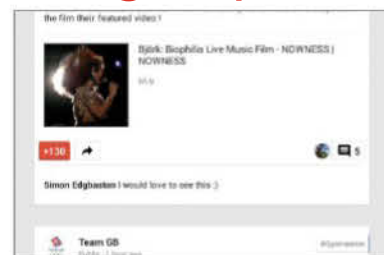
Tap Nearby to see posts from people in your vicinity. Location services must be turned on.



4: View all content

View all streams by tapping Everything then scrolling down with a swipe gesture.

Like a Google+ post



1: Click to like

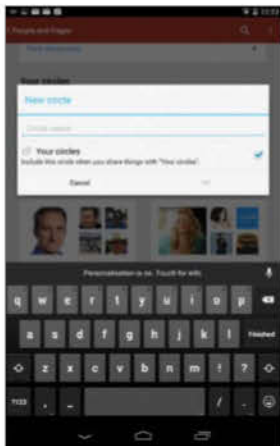
Tap the '4' icon on a post to 1-up it. Folks in your circles will see what you like.



2: Add a comment

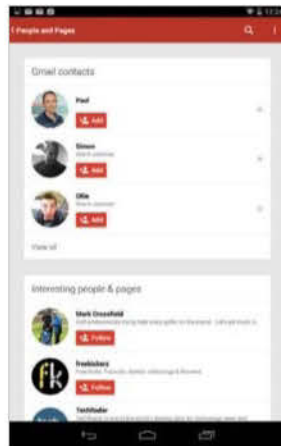
To say something about a post, tap Comment and type your message.

Manage your circles



1: Create new circle

From the main screen, tap the People icon then See More People & Pages and select Create New Circle to start a new group of contacts. Give the circle a name.



2: Add to a circle

Search for a specific person or view suggestions and then tap the Add button to add them. Select which circle you would like to add them to and tap OK.



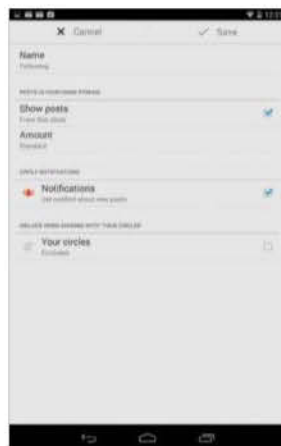
3: Delete a circle

Scroll down to the Circle section on the People page and tap a circle to view everyone in it. Tap the Menu button and then tap Delete Circle to remove it.



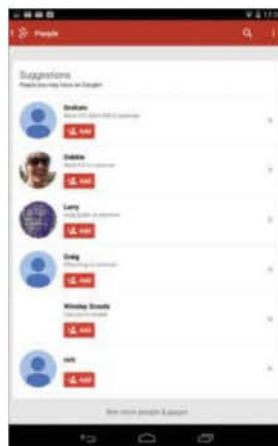
4: Remove person

Tap a circle at the bottom of the People page. Tap the blue icon next to a contact to change which circle(s) they appear in, or to take them out of one circle in particular.



5: Circle settings

Navigate to one of your circle pages and tap on the Menu button. Select Circle Settings and you can customise everything from the name to the content, to notifications.



6: Add followers

If someone has added you to one of their circles you'll get a notification about it. You can then add them back by tapping their name and choosing Add.

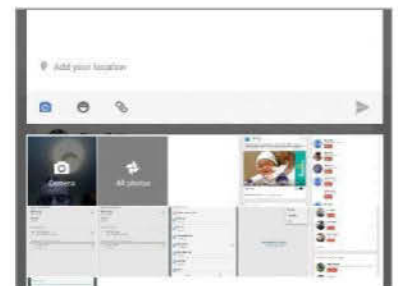
“Tap the blue icon next to a contact to change which circle(s) they appear in, or to take them out of one in particular”

Create a new Google+ post



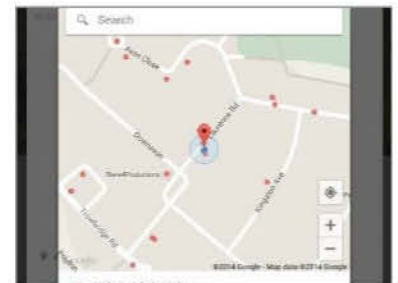
1: Tap picture

Tap on your profile picture to jump straight to your main profile page.



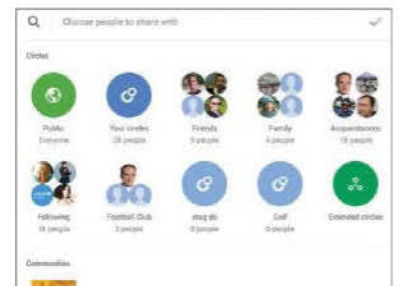
2: Tap to write

Tap the red pen in the bottom right of the screen to start writing a post.



3: Add info

Type in your post and add a location, photo or link if you want to.



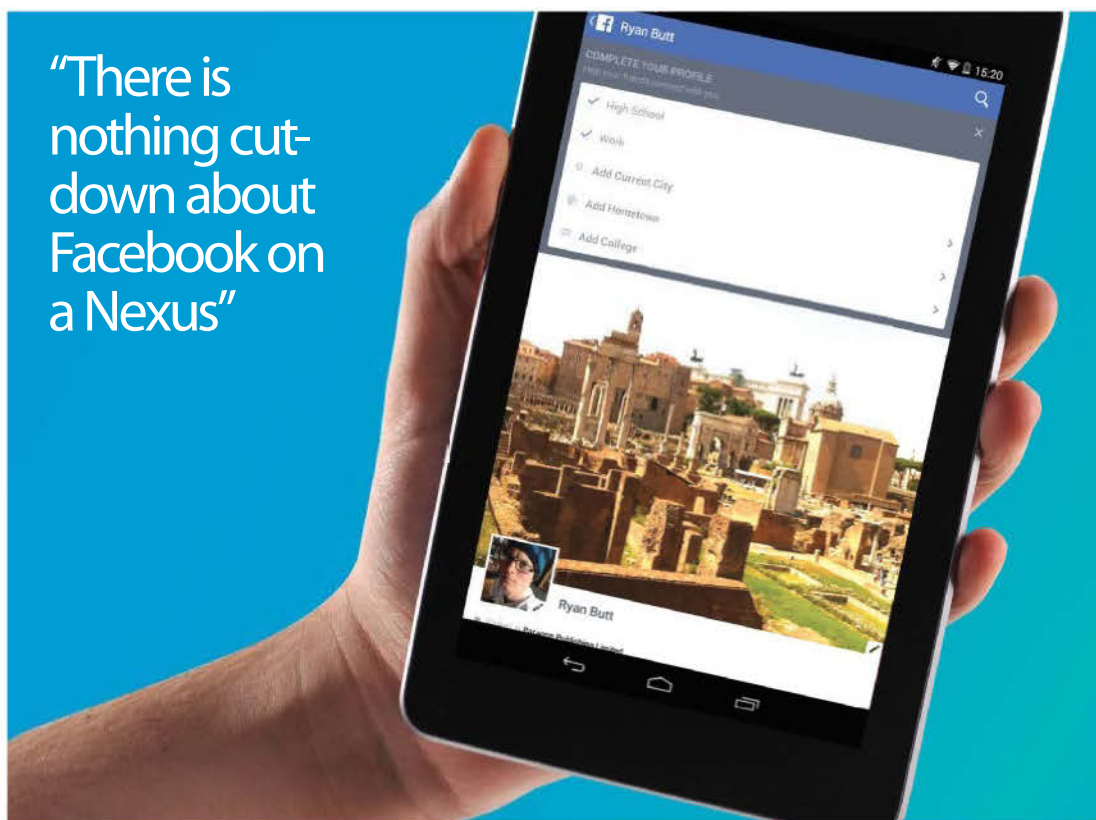
4: Choose your circles

Choose to make the post public or share with certain circles or people. Tap Post.

Facebook

Facebook on your Nexus offers the full experience and every social feature you need. From events to instant chats, everything is available and it all works seamlessly

“There is nothing cut-down about Facebook on a Nexus”



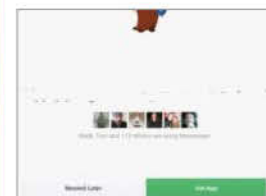
What it can do:



- **Familiar feel**
It still feels like Facebook



- **New events**
All events are covered



- **Keep in touch**
Apps will keep you talking

Keep up to date with Facebook

Facebook on a Nexus is potentially more useful than on a desktop. It is amazing to use

So many options

Facebook on your Nexus offers all of the features you will be used to using on a desktop web browser. The main menu bar, which is accessible by tapping the top-right icon, brings everything together nicely. You will see small cogs next to some items, such as Messages, and these let you delve deeper into the features with only one further tap (Fig 1). The app and related service try to help as much as possible by recommending potential friends whom you may know and also places

that friends of yours have visited. No matter what you want to do in Facebook when mobile, you can do so via the menu bar and this even includes adjusting the app and main account settings. Scroll through the list to see what is available and you may be surprised at just how complete the feature-set is. You will have full control over your privacy if you want and this is particularly useful if you are struggling with a particular contact and have no access to a desktop PC. You can report problems directly to Facebook and even

obtain help when on the move. Take some time to explore the Facebook app on your Nexus 7, 9 or 10 and you will be rewarded with a flexible service which works brilliantly.

Enhanced for mobile

There is nothing cut-down about Facebook on a Nexus and in many ways the entire experience is better because you can use it when mobile. A code is included within the app (Fig 2), which can be shared with anyone – when they enter it they will see your timeline

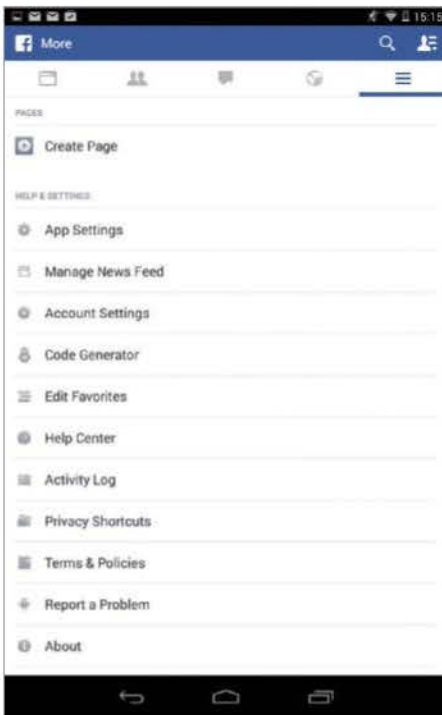


Fig 1: Multiple settings and features have been built to be accessible easily within the Facebook app. Everything feels instant

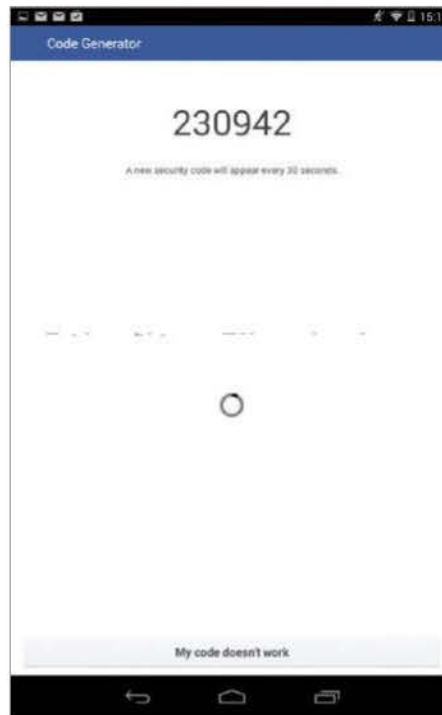


Fig 2: A tablet like the Nexus can actually feel more consistent with Facebook thanks to the integration of features for mobiles

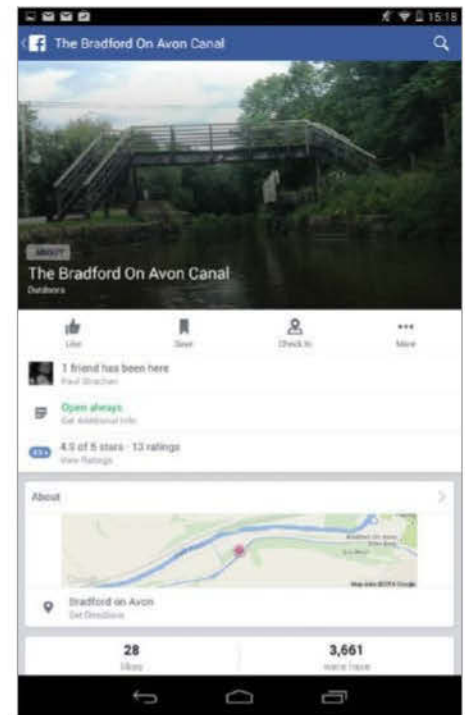


Fig 3: Locations are handled in many features and benefit greatly from the portability of tablets. It all works well

immediately. You can take this further and add it to emails or even a website, if you run one, to ensure that as many people as possible can view your Facebook presence. The Messenger feature is included, but you will be prompted to install the separate Facebook Messenger app when you access it. If you do this, you will be rewarded with a very slick and easy-to-use instant messaging app which takes full advantage of every social feature on offer. This means that you can keep in contact with your friends wherever you are and it is likely that you will end up accessing Facebook more on your Nexus than you do at home. Use the options in the main menu to poke friends, add notes and status updates, and upload interesting photos that you have just taken. You can do it all on your Nexus and your location or situation is no longer a barrier to how you socialise online.

Where you are

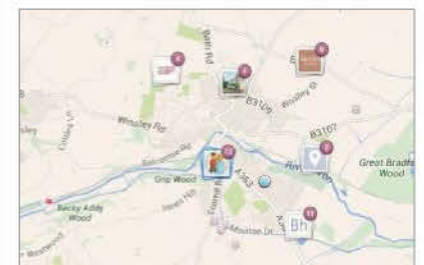
Thanks to the GPS features built into Android devices, the Facebook app will always know where you are and this leads to much advancement in terms of how you can use the various features on offer. The local nature of the setup means that when you access

features like Nearby Places, you can tap a couple of times to see full information on any location (Fig 3). You will be presented with contact details, a map that will open in Google Maps and, perhaps most importantly, reviews from Facebook friends. This means that you can view potential local attractions without needing to do any research and then gauge as to whether they are worth visiting at the same time. The fact that Facebook is designed for social interaction means that many of your friends will likely be local anyway and so you can do all of this when out and about with your Nexus 7, 9 or 10. If you trust the thoughts and opinions of your friends, the simple addition of a location-aware app on an Android device could potentially replace many other services which are designed to do a similar thing. The Events feature, which you can access from the main Facebook menu, will let you know everything that your friends are doing and, crucially, can be sorted to just show nearby happenings. This potentially lets you meet and interact face to face with your friends and build stronger relationships, and it's all thanks to a simple app installed on a mobile device. Facebook and your Nexus 7, 9 or 10 are helpful wherever you are.

Facebook local

You can socialise locally

Near the top of the main menu you will see an item called Nearby Places. When you tap this, a map will immediately pop up showing local places that may be worth visiting. Tap on any of the map icons and you will then see details of which friends have visited the same location. At this point you will be able to check in, like or review the same place, but it is the implementation that is so impressive. On an Android device, it works just like on a desktop computer.



Enjoy every Facebook feature

Facebook is as flexible and easy to use on a Nexus as it is on desktop computers

Sign up and log in to Facebook



1: The main screen

After opening the app, click the link at the bottom of the Facebook app welcome screen.



2: Signing up

Enter your email address and a new password in the webpage and then tap Sign Up.



3: Logging in

Once you have a username and password, you can log into Facebook via the app.



4: Conditions

You will then need to agree to a series of terms and conditions for using the app.



5: You are set up

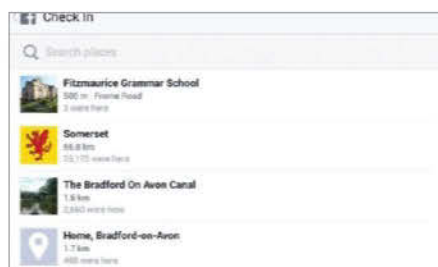
The main Facebook screen will now appear. You are ready to start using the social features.

Check in no matter where you are



1: Tap the button

From the front screen, tap the 'Check In' icon at the top right to start checking in.



2: The location

Choose a suitable, or the nearest, location on the resultant list to show where you are.



3: Add meaning

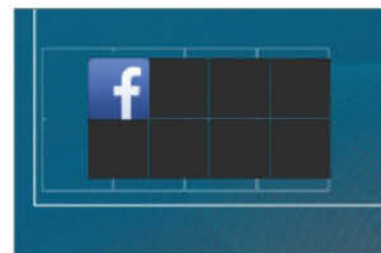
Now type in a message to explain exactly what you are doing in that particular location.



4: Checked in

Tap Post and your check-in message will be published immediately for everyone to see.

Use Facebook's widget



1: Find the widget

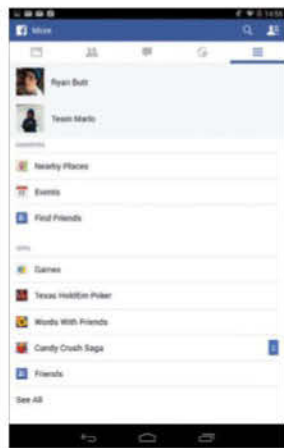
Find the Facebook widget via your app drawer. Drag it to the home screen.



2: No more to do

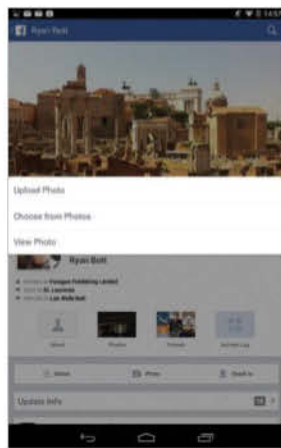
You can now read updates and click Share to add a new post to Facebook.

Edit your profile when changes occur



1: The main icon

Tap the top right-hand icon to bring up a list of options. You will see your name and profile picture at the top – tap it to see your current profile displayed in full.



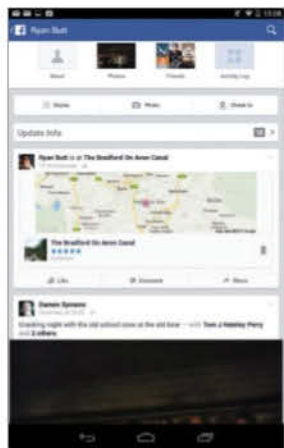
2: Cover photos

There are a few different settings that can be changed here. Tap on the Add Cover Photo option in the centre of the top panel to bring up the photo selector.



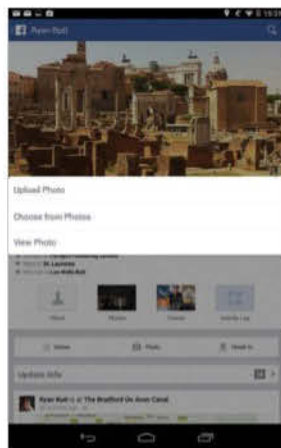
3: Add a photo

Now choose a new cover photo. It will take a few seconds to upload. Tap the Save option and it will be displayed on your profile page for all to see.



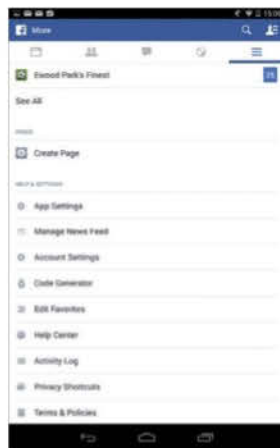
4: All about you

Tap the About icon and then the top line. You will now see a series of fields that you can complete to add more weight to your profile and flesh out your interests.



5: Your picture

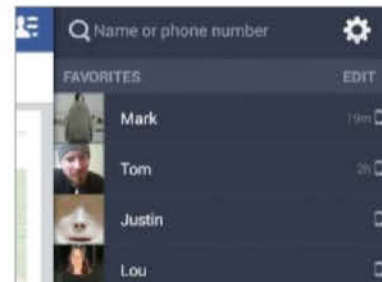
Tap your profile picture and then select Edit Profile Picture. You can then go ahead and choose a substitute image to replace the currently displayed photo.



6: The settings

As part of the process of updating your account, scroll to the bottom and select Account Settings to amend your email address or password if required.

Start a new Facebook chat



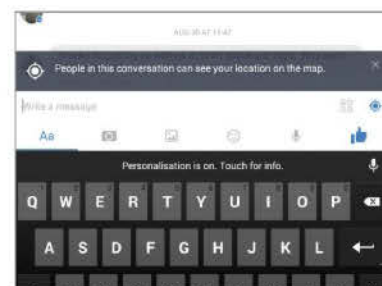
1: Find online friends

Tap the upper right icon to see which of your friends are currently online.



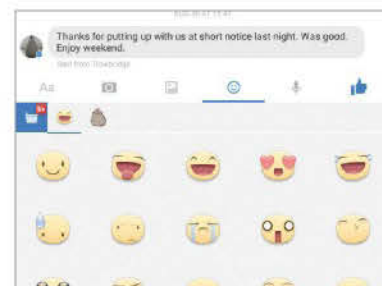
2: Get the app

Download the Messenger app and then select a friend to chat with.



3: Send a message

Type a message in the bottom bar and then tap Send to start the chat.



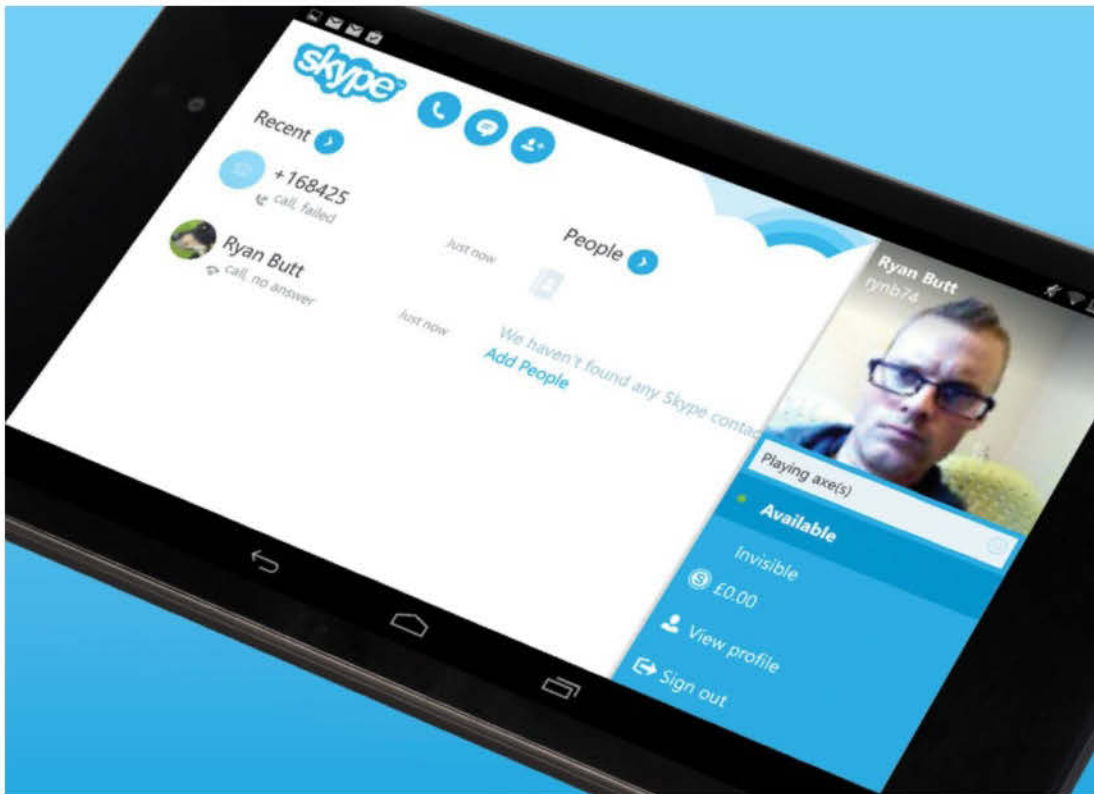
4: Add emoticons

You can tap the smiley face in the chat box to use one of many emoticons.

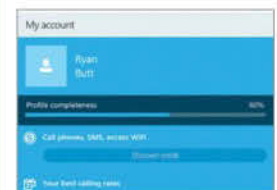
“The About section features a series of fields that you can complete to add more weight to your profile”

Skype

Get in touch with friends by video-calling their phones, tablets and desktop computers, no matter where they live in the world



What it can do:



- **Create your profile**
Let others contact you



- **Make a video call**
Get in touch with video chat



- **Call other devices**
Make calls to phones

Make video calls to your contacts

Send messages, files or simply chat with other people on their phone, tablet or computer

Get started with Skype

Once the app has been downloaded from the Play Store and installed, tap on it to run. If you already have a Skype account, you can now sign in with it (Fig 1), or sign in using a Microsoft account. Otherwise the first option is to create a new account. Tap on this option and agree with Skype that you can't make emergency calls with it. Then create a Skype username, password and add your email address. There's a marketing opt-in box at the bottom – untick it to opt out.

The next thing to do is edit your profile. Tap on the profile icon at the top, to the right. Select View profile. Tap on your name to see your Personal and Contact details. Scroll down to the bottom and tap Edit to make changes to both of these. In Contact details you should have your primary email details. You can add others, as well as phone details, but with these it's worth tapping 'Verify your number' and confirming it, so that it shows when you call other devices, and also to have missed Skype calls redirected to your mobile. Tap on Save

when you have finished making any necessary changes, then go back to the main menu to change your profile photo.

Configure your settings

Once an account has been created, you can configure it to work the way you want. Start by tapping on the Settings icon at the top right. The first option is whether to sign in automatically or not. If you share the Nexus, this isn't a good idea; if not, it saves time. Next, when you get going with Skype you'll

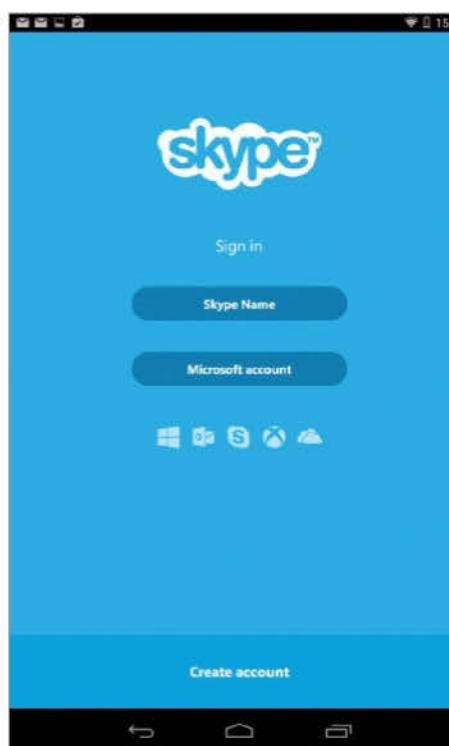


Fig 1: Sign in with either a Skype account or use your Microsoft account details (these are the same as the ones on Windows 8)

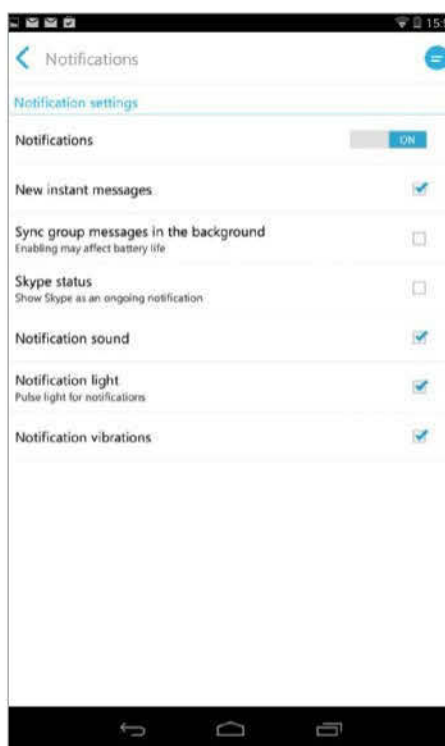


Fig 2: Receive notifications when people send you messages. Set these options to achieve the most appropriate effect

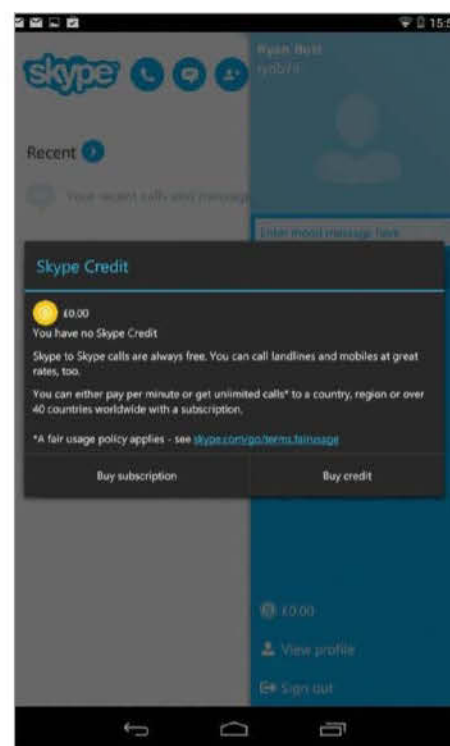


Fig 3: Add Skype credit and pay VAT on what you order. You can also pay in a number of other currencies. Tap Continue to set it up

be adding contacts. Those contacts can be shared and added to your Nexus's address book. More important is 'Skype notification settings'. Tap on this to receive alerts for new instant messages. These can be flagged up by adding sound, light or vibrations, where supported. If you use Skype a lot, you may want to turn the Skype status to On so that it shows whether you are busy, available or already chatting to someone (Fig 2).

On to the Privacy settings then, and instant messages are set for contacts only, whereas calls can come from anyone. You might want to untick the box that gives Microsoft carte blanche to pester you with adverts. Finally, video quality is automatically set to High, which is great for Wi-Fi. If you use a cellular connection like 3G though, it will save data usage if this is set to Low.

The payment options

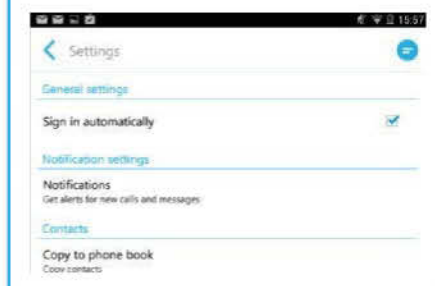
If you wanted to, you could use Skype and never pay a penny to anyone. You get free video and voice calls to any of your contacts who are also using the Skype app. You also get free instant messaging and file sharing. However, Skype can do more than this, but for those extras, you will need to cough up.

You can call mobiles and landlines around the world at lower rates than those that a mobile carrier would charge. You can send text messages for a few pence and have group video calls with up to ten people – network traffic willing. There are two ways of setting up payments. The first is Skype Credit, where you charge a set amount of money to your account and use it whenever needed. Skype Credit doesn't expire – you just use it when you make those paid-for calls. There are also various different subscription models, which make for cheaper calls overall but require a higher financial commitment. To check your balance, tap on your profile icon and then on the S symbol next to how much credit you have. This shows a pop-up box detailing how much credit you have and offering the option to buy credit or subs directly from your Nexus. You can also buy it from www.skype.com. Tap on 'Buy credit' on your Nexus and the initial option is to buy £10 of credit, which actually costs you £11.50 (Fig 3). On the desktop there's the option to buy £20 credit, costing £23. There's a checkbox that will automatically bill you for more credit any time your account falls below £2. This is set to on, so you may want to turn that off.

Quick answers

Change your call setting

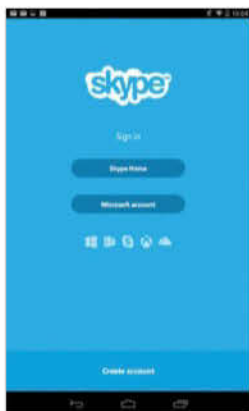
One of the options in Settings is to have any calls answered automatically. This can be useful, but it depends on where you are using Skype. On your desktop computer or Nexus, when you are at home for the evening, an automatic connection saves having to accept the call, particularly if you've just gone out of the room for a minute. On a Nexus with a cellular connection it's less useful because if in the car you may not hear it connect.



Start messaging and making calls

Fill out your profile, add contacts, use instant messaging and make video and phone calls

Create and edit your Skype profile



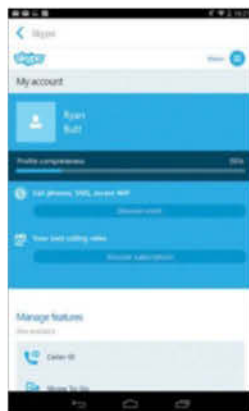
1: Create account

From the start screen, tap on 'Create account'. Type in your personal details.



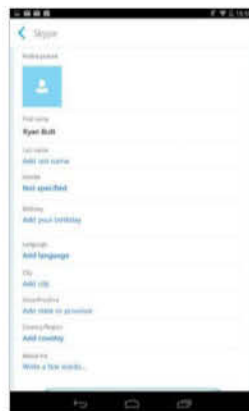
2: Fill out details

Add your email and phone numbers, then tap the tick icon to create it.



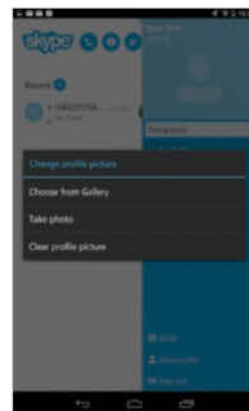
3: Your profile

Tap on the profile icon, then on 'View profile'. Tap on your name to see it.



4: Start editing

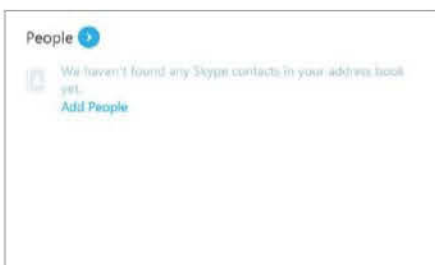
Scroll down and tap on Edit. Now fill in missing elements for your profile.



5: Profile image

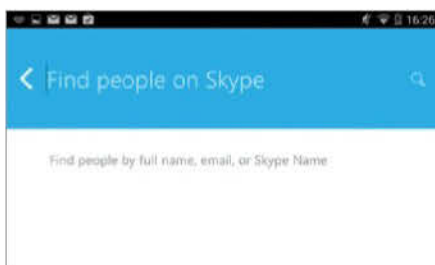
Save then go back. Tap on the profile image to add a photo or replace one.

Add a friend to your list of contacts



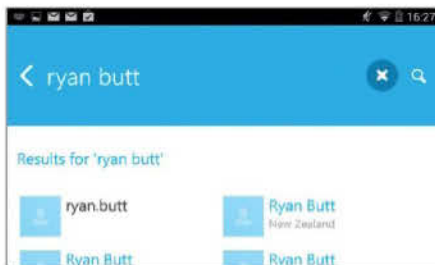
1: Add new contacts

On the main page, tap 'Add People', under People. All your contacts will appear here.



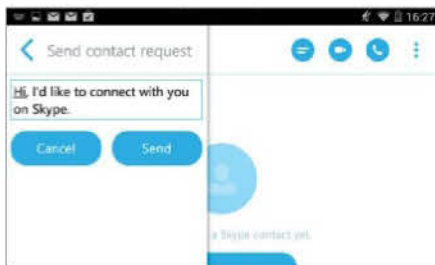
2: Enter the name

You can type in the full name (not advisable), email address or Skype name of your contact.



3: Select the result

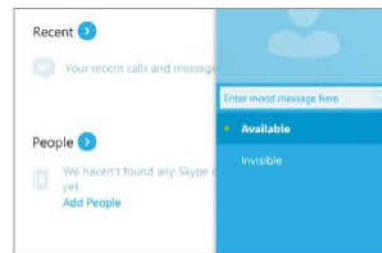
Tap on the best matching result that comes up. On the next screen, tap 'Add to contacts'.



4: Send request

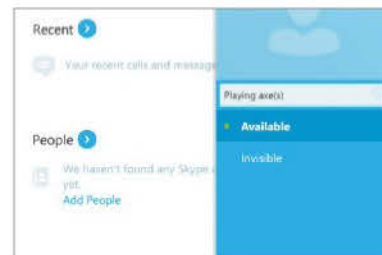
This produces an editable contact request. Tap Send. When they accept, they will be added.

Set your status and mood



1: Are you in or out?

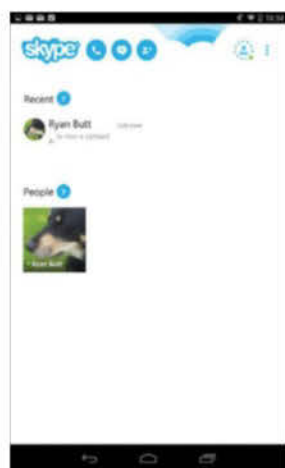
Tap on your profile icon and toggle between Available and Invisible statuses.



2: Add mood message

While there, type in a mood message to let people know how you are feeling.

Make video calls to your contacts



1: Select the contact

Tap on the contact you want to call, under the People heading. If you have lots of contacts, tap on the right arrow to see them all listed in one place.



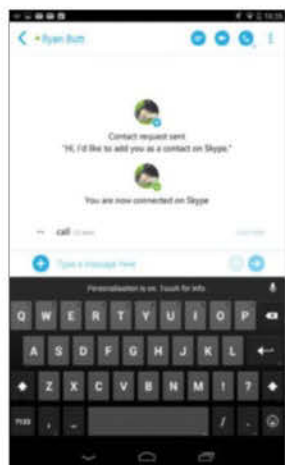
2: Make a video call

You'll see any previous conversations you've had with the contact here. At the top, tap the camera icon to start a video call. When they answer, the video begins.



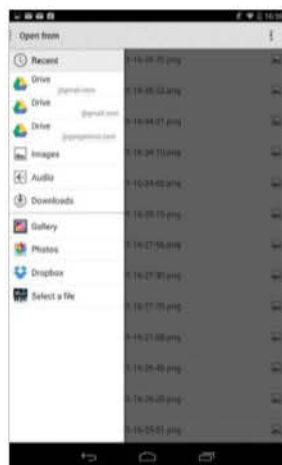
3: In-call options

Tap the screen to see the various call options. There are icons to end the call, switch to the message screen, turn the microphone off and switch the video camera.



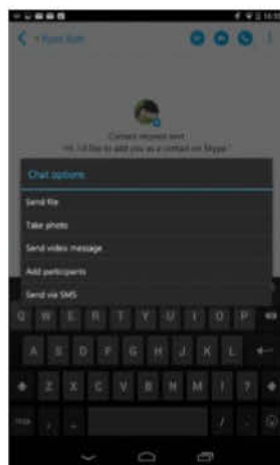
4: Send messages

To simply chat using the instant messaging service, type a message into the field at the bottom of the screen and then tap on the right arrow key to send.



5: Send files instantly

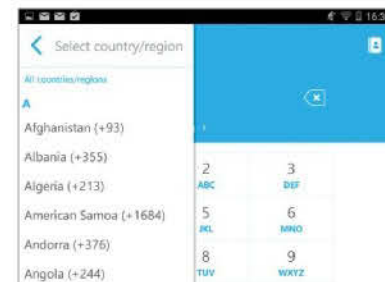
To send files or send a video message to a contact, tap on the '+' sign at the bottom and select that option. For files, you can select from Dropbox as well.



6: Bring in others

To add other contacts to the conversation, tap the '+' sign to the left of the text box and select 'Add participants'. Then type in their contact name to add to the thread.

Call mobile and landlines



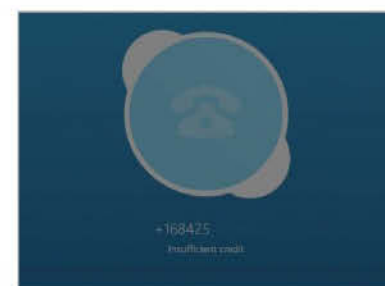
1: Calling phones abroad

To make an overseas call, tap on the phone icon, then select which country.



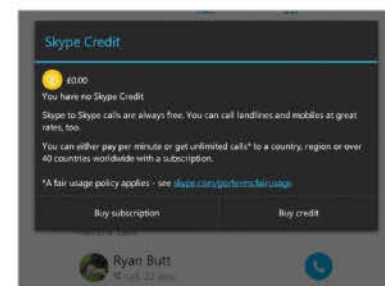
2: Enter the number

Type in the telephone number and area code, then press the blue call button.



3: Calling options

When connected, you can end the call, send a text message or turn the mic off.



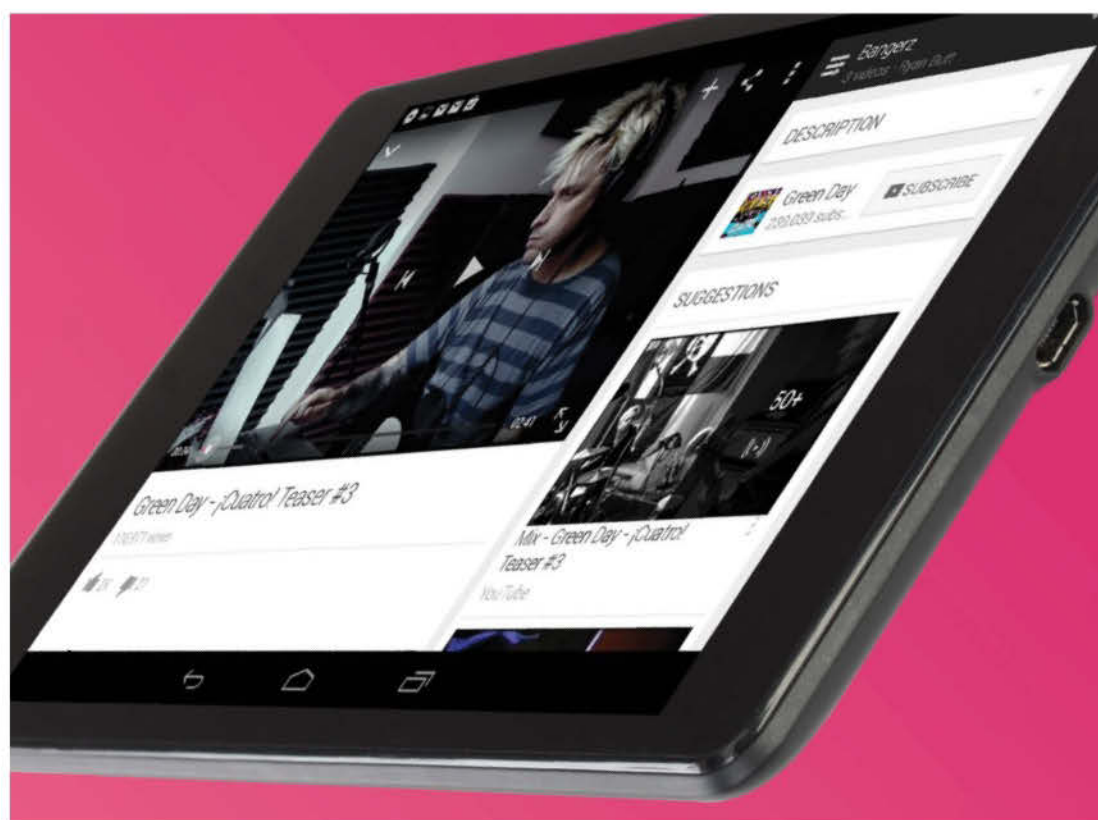
4: Not enough credit

If the credit runs out mid-call, you will go to the credit top-up option menu.

“To make an overseas call, simply tap on the phone icon then select which country you'd like to call”

YouTube

Search for and watch all your favourite videos with the app version of the biggest video sharing platform on the Internet



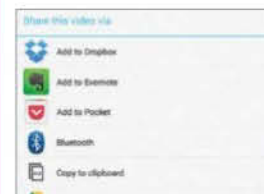
What it can do:



- **Watch videos**
View videos on your tablet



- **Subscribe to channels**
Get alerts for new videos



- **Share videos**
Send videos to friends

Watch videos with the YouTube app

The YouTube app is easy to navigate and lets you access content wherever you are

Watch videos

YouTube, by far the largest video-sharing platform on the internet, needs no introduction. The immensely popular site ingests hundreds of thousands of videos every single day and no matter what your interests are, you'll find something that'll entertain and inform you.

The YouTube app that comes as standard on your Nexus is a simplified version of the web platform and is perfect to use while you travel or when you can't access your computer.

Given the large screen featured on the Nexus, it may even be a preferable way to watch and share videos. YouTube comes as standard on the Nexus, but if you want to install it on another device then download it for free from the Google Play Store (Fig 1).

As with any app, YouTube can be launched from your Android app drawer by tapping the icon once. When opening the app for the first time, you'll be presented with some of the most popular videos of the day. You can watch these instantly by tapping on the name and

then tapping the play icon. Otherwise, you can perform a basic search by tapping the search icon or browse videos by category.

Working with accounts

YouTube, like most Google products, is now linked to your Google accounts. When opening the app for the first time, you will be asked to sign into your account. While you don't have to do this to watch videos and perform basic searches, it is necessary if you want to engage with the community, like

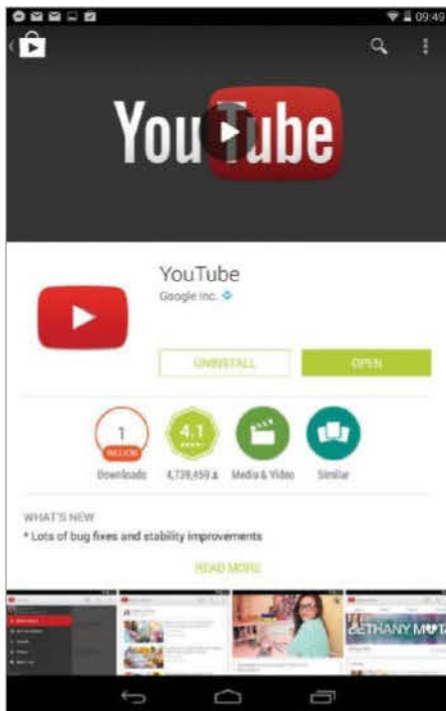


Fig 1: YouTube comes as standard on the Nexus, but you can download it from the Play store, too

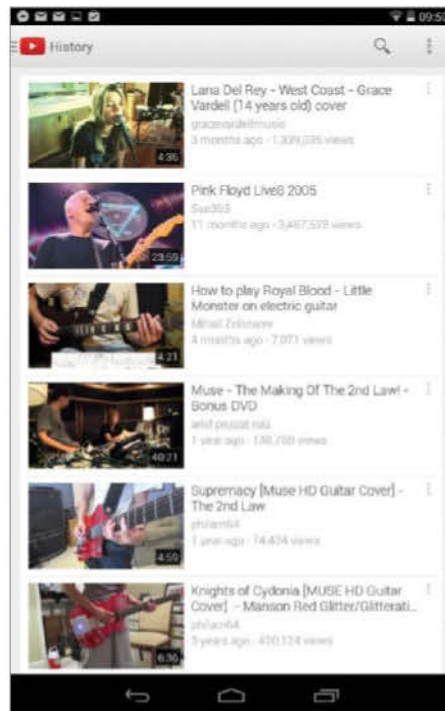


Fig 2: View and clear your video history by navigating to the History tab. YouTube will make suggestions based on your viewing history

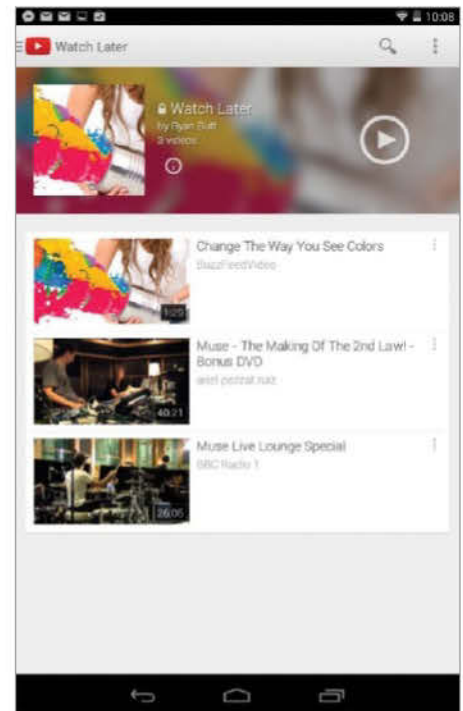


Fig 3: Choose to preload videos to your Nexus to save on data usage when you're on the move and working off 3G/4G

videos, add them to a favourites list (or playlist) and leave comments. If you're uploading videos yourself, it's also necessary to create a channel and tell other viewers about yourself. You only have to sign in once. After you do, the app will remember you and open up on your account every time. Each time you watch a video, YouTube will remember it and build up a History of your searches (Fig 2). Based on the types of videos you are watching, YouTube will make recommendations. This is a great feature if you need a little inspiration, but can also work against you if you watched something you didn't particularly enjoy and are recommended similar options. You can clear your History by tapping the Menu icon when on the History page and selecting Clear History. Any playlists you created will also be associated with your account and available for you to watch wherever you are.

Watch Later and more

Sometimes, you may come across videos that look enticing and interesting but you don't necessarily have the time to watch them there and then. No matter. By tapping on the three-dot menu icon next to a video, you can bring up a pop-up menu featuring two options

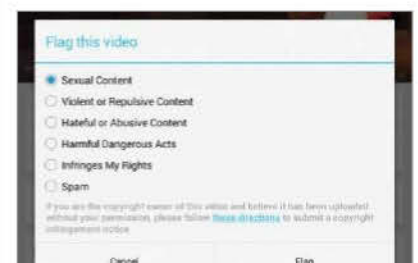
– Add To... and Share. Tap on the first option and another menu of options will appear. The first option, Watch Later allows you to add the video to a playlist so that you can access it easily later and watch all of the videos you have queued up. To access your Watch Later playlist, tap the menu icon in the top-left corner of the YouTube interface and choose Watch Later from the menu (Fig 3).

Other Settings options which warrant taking a look at include General settings and Connect TVs. Tap the three-dot menu icon in the top-right corner of the YouTube interface and access the Settings from the pop-up menu. In the Settings menu you can localise the content that is displayed to you and also adjust the size of the caption text. The Connected TVs menu allows you to firstly connect and then manage any televisions you might use to watch videos from. You will, of course, need the right cables to make the connection, although most modern TVs will allow you to connect via Wi-Fi. In fact, if you have a Smart TV with YouTube installed, you can use your Nexus like a handy remote control to choose what you watch before beaming it straight to the TV. There are many exciting and engaging ways to enjoy YouTube.

Report a video

Flag inappropriate content

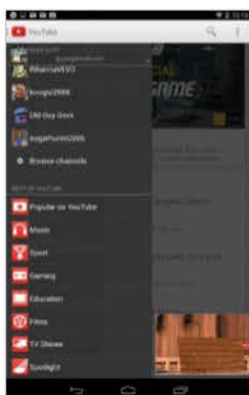
YouTube has millions of users uploading content every day and very little capacity to check each one. There are guidelines that govern what type of content is allowed on the site and users can report anything unsuitable. To report a video, tap the flag icon in the main video area, then choose the reason. Reporting a video is serious, so be sure that the content really is against the community rules before flagging up, rather than just against your taste in content.



Play and share YouTube videos

Personalise your YouTube experience by learning the features and functions of the app

Search for and watch videos



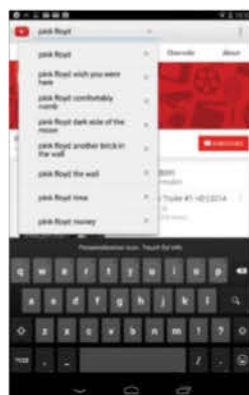
1: Category list

Tap the YouTube icon to pull out a menu listing video categories.



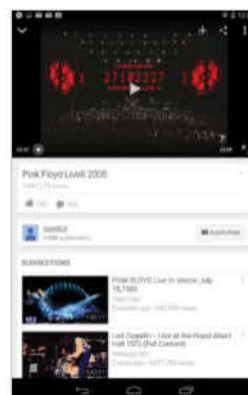
2: Tap to select

To view videos in a category, tap it once and scroll the results.



3: Use search bar

Perform a keyword-specific search by typing in the search bar.



4: Tap to play

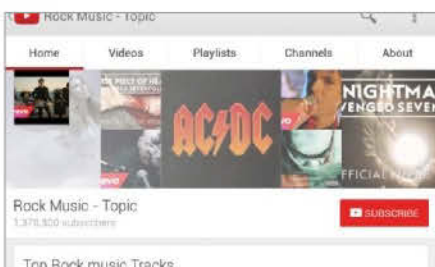
Tap the video once to open, then tap the play option; tap again to pause.



5: Suggestions

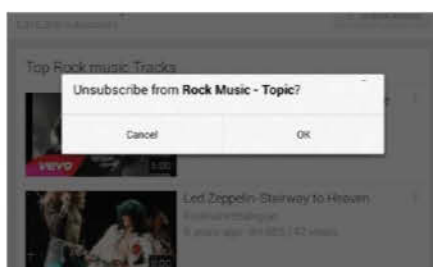
Based on your history, you'll see suggestions for more videos of interest.

Subscribe to videos



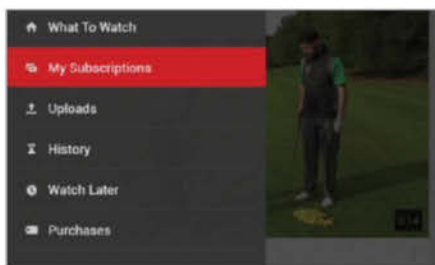
1: Search channels

YouTube videos are on channels that you can subscribe to. Search for a channel you like.



2: Tap to subscribe

Tap the red button to subscribe to the channel. Tap it again to unsubscribe.



3: View subscriptions

Pull out the left menu and scroll down to see all the channels you're subscribed to.



4: Scroll video list

All videos on subscribed channels are available in a stream when you tap the red button.

Like or dislike a video



1: Like a video

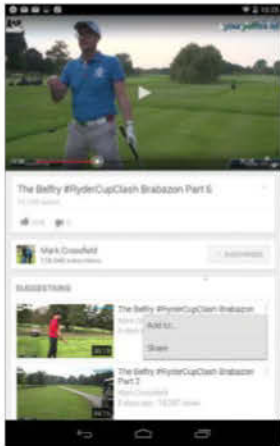
After watching a video, like it by tapping the thumbs-up icon underneath it.



2: Dislike a video

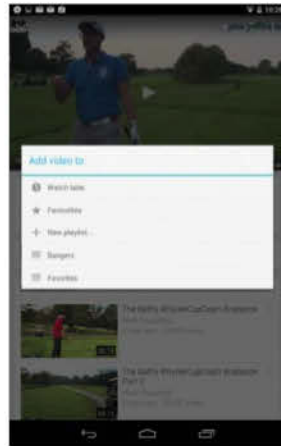
To dislike a video, tap the thumbs-down. You can also leave a comment below.

Make and edit playlists



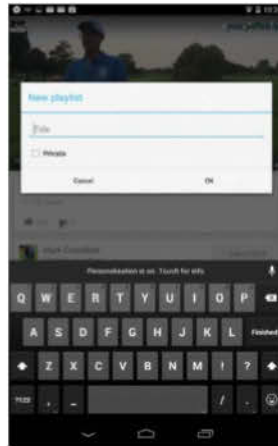
1: Add a video

Building up playlists is a good way to keep content to watch later. Search for a video and then tap the small icon next to it and choose 'Add to'.



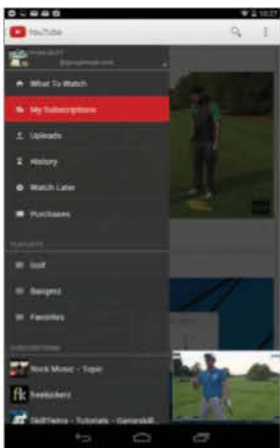
2: Create a playlist

If you have no current playlists, you will be invited to create one. Select the 'New playlist' option from the pop-up menu.



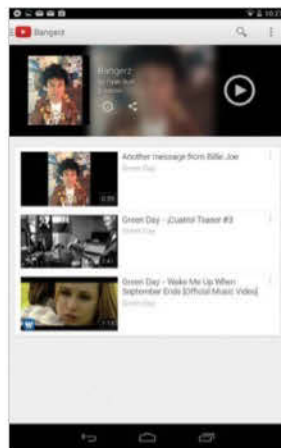
3: Give it a name

Name your playlist, then tick if you want it be private or public. If it's public it'll be associated with your Google account and seen by others.



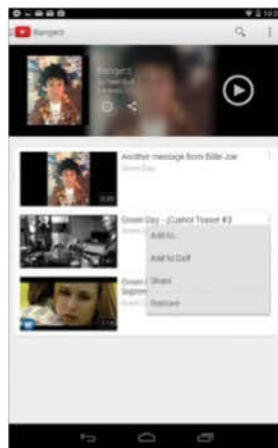
4: View playlists

Navigate back to the main YouTube pull-out menu and in the Playlists section you can view all your playlists and their videos.



5: Play all videos

Set yourself up for a video marathon by tapping the Play icon at the top of the playlist screen. Its videos will play back-to-back.



6: Remove a video

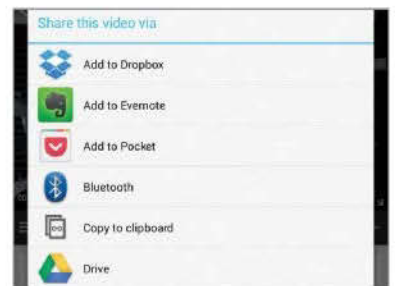
Tap the playlist to view videos within it. Again, tap the icon next to a video, then choose Remove to delete it from that playlist. Or move it or share it.

Share videos with friends



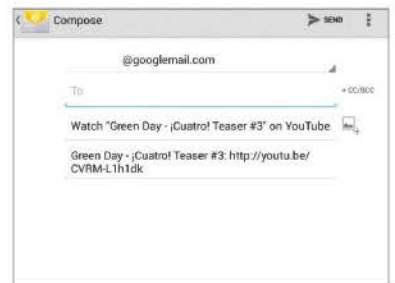
1: Locate share icon

The Share icon is positioned at the top right of each video (the middle icon).



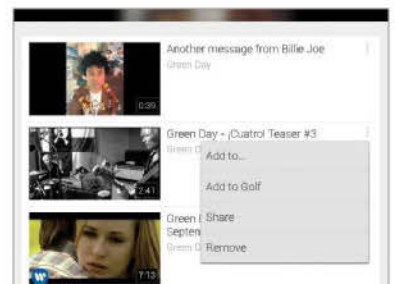
2: Tap to share

Tap the Share icon once and choose which app to use to share the video.



3: Share via email

If sharing via Gmail, add in a recipient or a number of recipients and tap Send.



4: Share playlist items

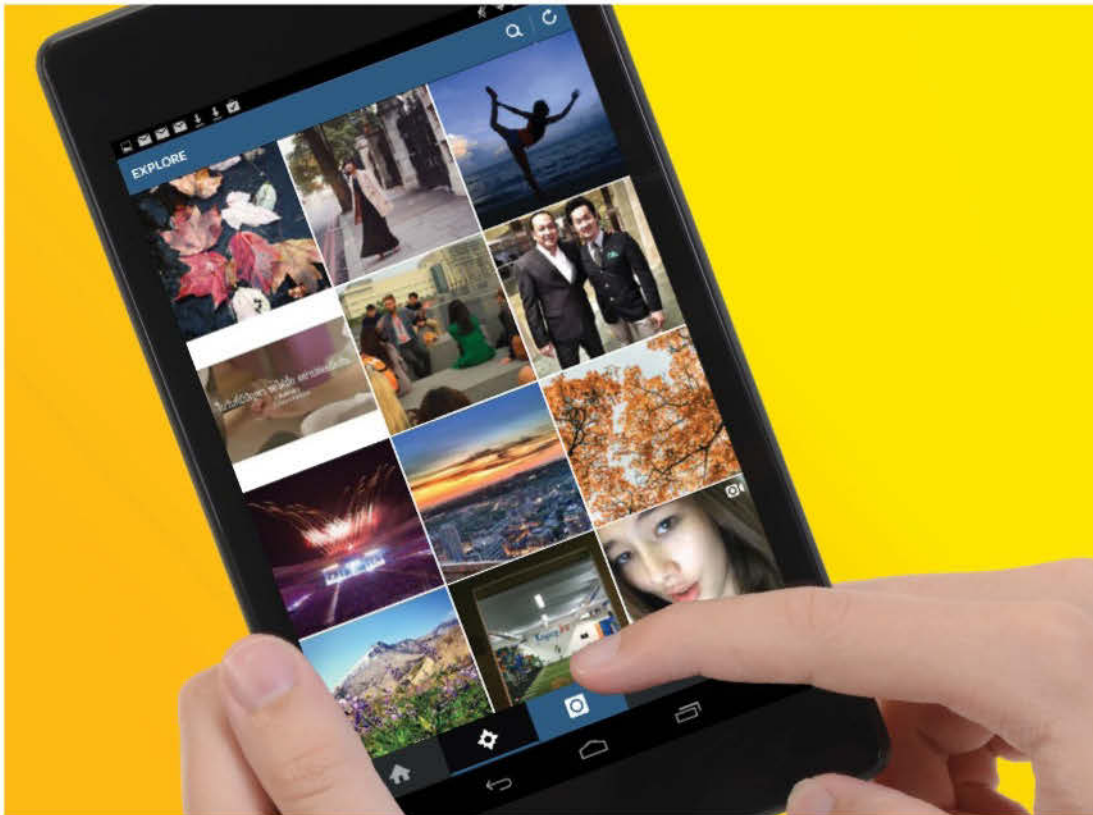
To share videos from within a playlist, tap the icon next to a video, then Share.

“Choose whether you want your playlist to be private or public. If it's public it'll be associated with your Google account”

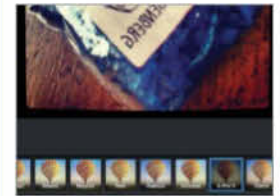


Instagram

Discover how you can make any throw-away picture look like a stunning work of art and upload it to a thriving and friendly social network



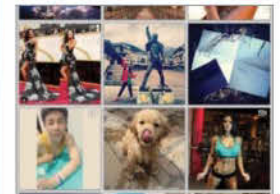
What it can do:



- **Edit images**
Make any photo look perfect



- **Share images**
Upload favourite pictures



- **Explore pictures**
See what others have posted

Edit and share your perfect pictures

Introducing the friendly social network that is mad about photos

Join the creative community

If you enjoy taking photos, then the Instagram app is a fast, beautiful and fun way to share your pictures with friends and family, along with other people all over the world if you want. Packed with features, this free app offers convenient mobile access to what is a sprawling social network devoted to casual snappers, with a friendly and welcoming community. Since Instagram is all about photos, it allows you to take new pictures quickly and easily in-app, or import photos

from a wide range of sources such as cloud drives like Dropbox, transforming your Nexus into a handy editing suite to work some Instagram magic on your images before sharing them.

What's good about Instagram is that the app includes a wide range of free custom-designed filters that you can apply to your captured images to make them look amazing (Fig 1). You can also use tilt-shift blur effects to breathe new life into your photos to transform everyday moments into stunning works of art

that you'll want to show off – which is where Instagram really comes into its own. After setting up an account, you can then connect Instagram to your other social networking sites, including Twitter and Facebook, and find and follow friends and family who also use the Instagram app or web service.

Exploring Instagram

Through Instagram you can also browse the photographic work of other users and choose to 'like' or comment on their pictures and



Fig 1: Use Instagram's built-in editing tools to make your pictures look instantly more eye-catching



Fig 2: Marvel at the work of others and then opt to 'follow' them to get their updates relayed to your Instagram Home screen

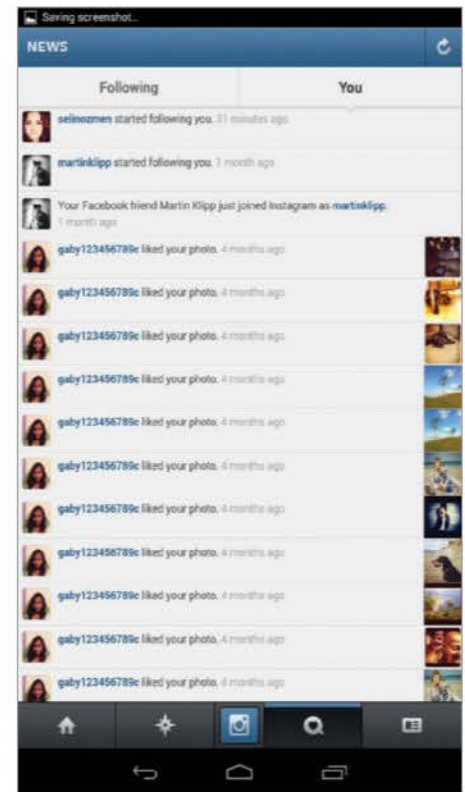


Fig 3: Receive notifications about all of the recent activity relating to your Instagram account

'follow' them, in much the same way that you would through Twitter, so that every time they upload an image, you'll be notified about it. The Explore tab in Instagram's main menu bar features a selection of recent uploads from various users, or you can tap on the magnifying glass icon in the top-right corner to search for specific users or tags.

Whenever you see an eye-catching image, tap on it to open it and then you can scroll down to see two icons that allow you to 'like' and add comments to the picture. You can also double-tap on the main image itself to quickly 'like' a picture.

If the admiration you hold for an image is so great that you feel compelled to start following the user in the hope that they snap and upload similar gems, then tap on the uploader's username to see more of their recent work. On this screen you can also see how many followers the person has, how many people they in turn are following and opt to follow them yourself by tapping the blue 'Follow' button (Fig 2).

More places

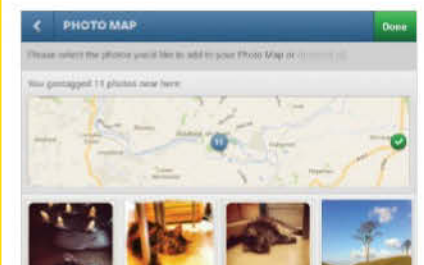
The layout of the Instagram app is such that everything is broken down into neat little sections, accessible via the buttons at the bottom of the interface. Obviously, we have already touched on some of these features, so let's just clear up the others. The first button, Home, displays all of your recent uploads as well as those posted by the people whom you follow. You can also add likes and comments to images displayed here by scrolling down and tapping the corresponding button. The next two buttons allow you to explore Instagram and take a new picture in-app respectively, but the next icon (the heart in the speech bubble) represents all Instagram news that is applicable to you. This includes notifications of when other users like or comment on your uploaded images, when you have gained a new follower and when friends from your other social networks have joined Instagram so that you can instantly jump to their profile page and start following them (Fig 3).

"Through Instagram you can also browse the photographic work of other users"

Your Photo Map

Display the locations of your images on a map

By tapping the pin icon on your profile page, you will bring up Instagram's Photo Map, which makes the locations of where your uploaded pictures were taken visible on a map. Simply select which images you wish to add by placing or removing the ticks on them and then press Done when you are finished. This map is visible to everyone, so make sure you are okay with divulging potentially sensitive information about your movements.



Snap, edit and share your images

How to use Instagram's intuitive interface to get your images out there

Edit your photos



1: Take a picture

Tap on the camera icon in Instagram to take a new shot in-app.



2: Apply a filter

Scroll through the filters at the bottom and tap one to preview it.



3: Adjust the shift

Tap the droplet to adjust the camera shift. Choose linear (-) or radial (o) shift.



4: Sharpen image

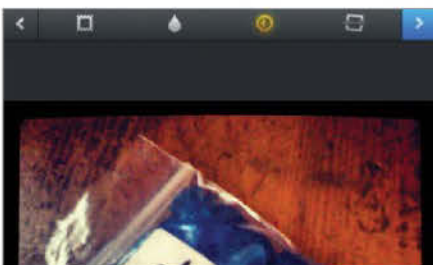
With shift selected, drag to sharpen a selected portion of the image.



5: Activating Lux

Tap the sun icon to auto-adjust the colour levels. Tap again to revert.

Share your images in a feed



1: Tap the arrow

When you have finished editing your image, tap the arrow icon in the top-right corner.



2: Add a caption

On the following screen, add a caption, tag people and add locations to your photo.



3: Tap to share

When you have finished adding details to your picture, tap the tick icon at the top right.



4: On display

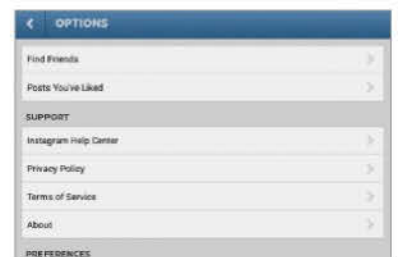
Your photo will then appear in your Instagram feed and be visible to your followers.

Access account settings



1: Go to profile

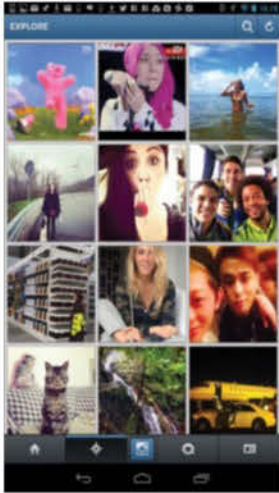
Tap on your profile tab from the row of options and then hit the Menu icon.



2: Your options

The screen will show various preferences and options relating to your account.

View images and add likes



1: Go explore

Tap on the Explore tab, represented by the star icon on the main menu bar. This will display a selection of recent uploads.



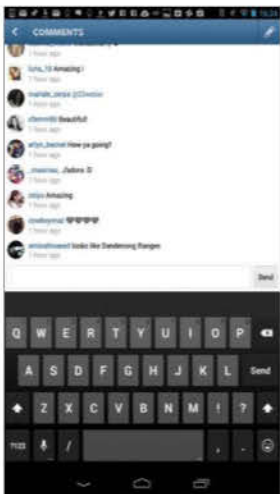
2: Tap an image

Tap on the thumbnail to open the image or video and then scroll down to the bottom of the screen. Here you will see two icons.



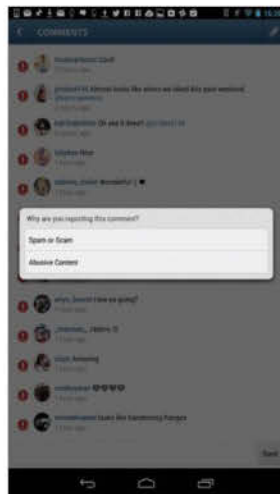
3: Add a 'like'

Tap the heart-shaped icon to 'like' the uploaded image or video. You can also double-tap on the image to add an instant 'like'.



4: Add a comment

Tap the speech bubble icon and you can type your own comments and then post them to the uploader's wall. Tap on Send when done.



5: Report comments

If you think a comment is spam or abusive, tap the pen icon, then the red '!' next to the offending comment and select a reason for reporting.



6: Search Instagram

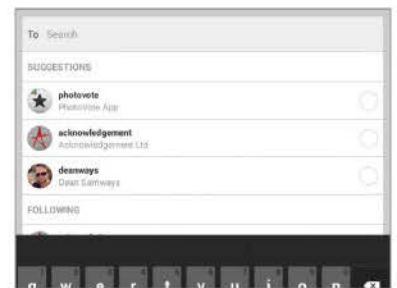
You can also search Instagram for users and tags by tapping on the magnifying glass icon in the top-right corner of the main Explore tab window.

Use Instagram's Direct function



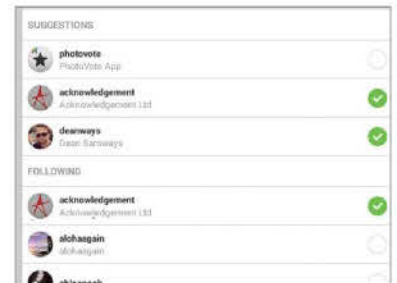
1: Take a picture

Take a picture through Instagram and on the 'Share To' screen, tap Direct.



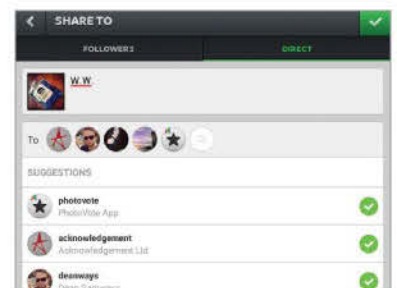
2: Add a caption

Type in a caption for your image and then browse suggested recipients.



3: Tick recipients

Place a tick next to the person or people you want to share the image with...



4: Send image

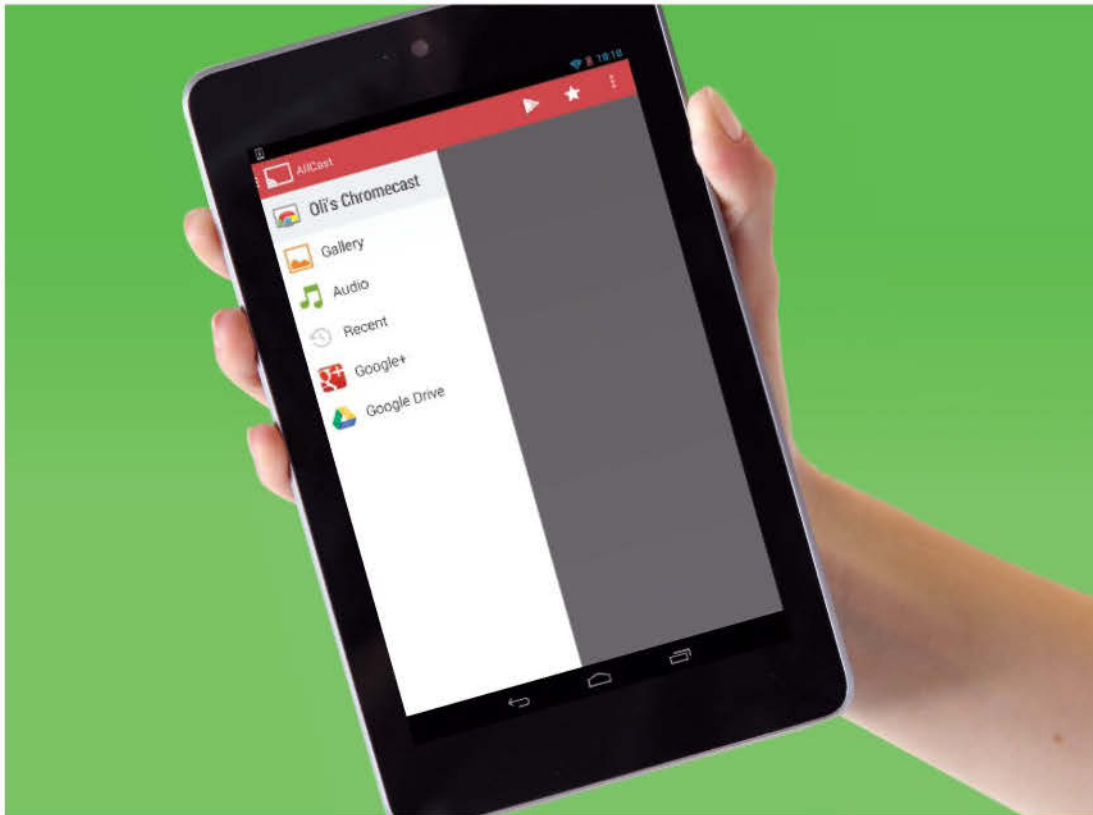
When happy, tap the green tick icon in the top-right corner to send the image.

“Tap the heart-shaped icon to ‘like’ the uploaded image or video”

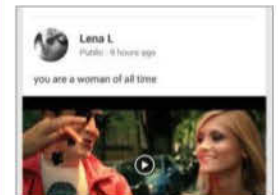


Chromecast

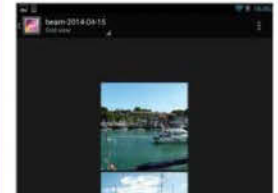
Start using Google's Chromecast device to wirelessly stream movies, music, documents and more from your Nexus on to your TV in a matter of seconds



What it can do:



- **Link with YouTube**
Cast any YouTube video.



- **View photos on the TV**
Look at your best images



- **Cast web tabs**
Browse the web on your TV

Stream easily with Chromecast

Chromecast cuts out all the wires and makes streaming a whole lot easier to complete

The setting up process

Setting up the Chromecast is a really simple task that is done solely through the official Chromecast app available from the Google Play store. The app itself is free and is compatible with the Nexus range. Before you start setting up your Chromecast it's important that both your Nexus's Wi-Fi and your home's router are turned on, or else you'll find that neither device will connect. After plugging the Chromecast into your TV's HDMI port, the app will begin scanning your Wi-Fi network

for the Chromecast. The next step will be to set a name for your Chromecast. You'll find that your Chromecast name will be needed for access to certain apps, so make sure it's something you can remember. The name can be changed from the Devices tab (Fig 1) within the Chromecast app. After naming the Chromecast, you should find the set up phase complete. To double check that it's all working okay, go to the HDMI channel on your TV, where you should now find a colourful background, with the name of your

Chromecast and Wi-Fi connection at the bottom right of the screen. If all appears as it should, you can now start streaming.

Explore streaming options

Now that your Chromecast is set up, you'll want to explore the various streaming options at your disposal. As you'd expect from any Google product, all of their official Google apps are compatible with Chromecast. For example, users can stream movies from their phone to the TV with Google Play

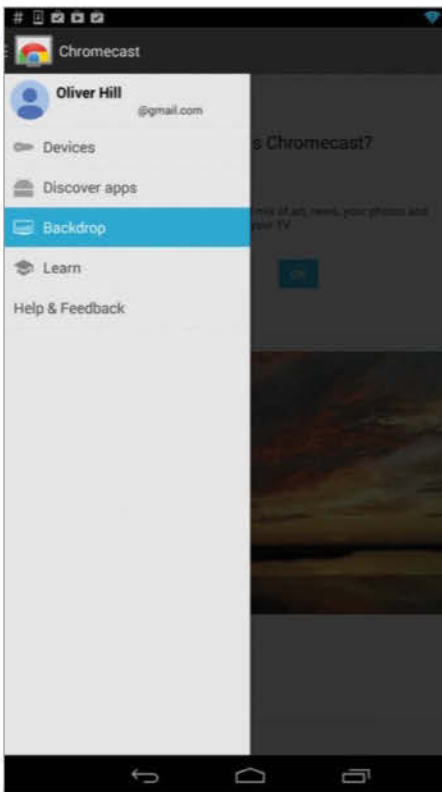


Fig 1: By going through the stages set out in the official Chromecast app, the setting up process should take just a few minutes



Fig 2: There are some fantastic third-party apps available for Chromecast that can help you stream a variety of content

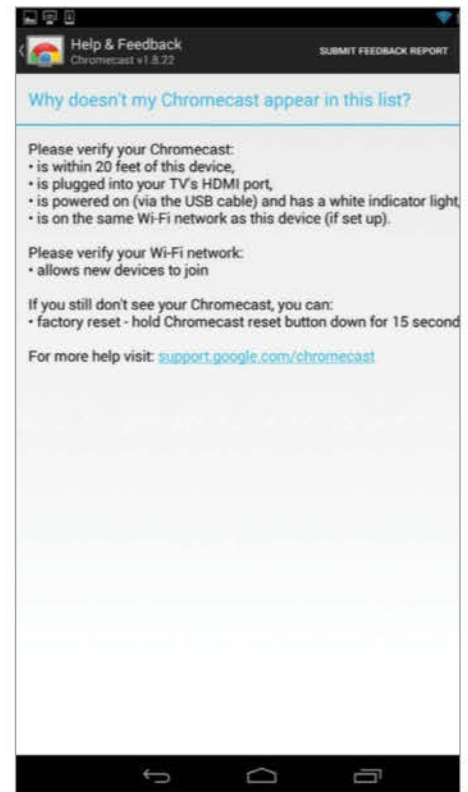


Fig 3: The Chromecast app has some simple troubleshooting instructions you can follow to try and fix any issues you have

Movies, or listen to their favourite playlists and anything in their library with Google Play Music. Whenever you use an official Google app, simply keep an eye out for the Cast icon at the top of it to indicate that the content is compatible. Dig a little deeper on the Play store and you'll find a wide variety of third party apps also available for streaming purposes. AllCast is a fantastic app for streaming any locally stored media from your phone on to your TV and LocalCast is a great way of getting your favourite images on the big screen (Fig 2). If you're struggling to find Chromecast-compatible apps, then you should download the Cast Store app. This contains every Chromecast app that has been released on to the Google Play store; including everything from games to media servers. You might be surprised with what you can find through the app.

Fix Chromecast problems

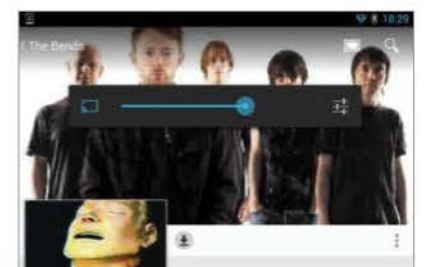
As with most products, from time to time you'll find certain issues appear that need to be fixed. Although rare, you may have some initial problems with connecting the Chromecast to your Wi-Fi network. If the official Chromecast app cannot connect to

your Wi-Fi network, it'll provide you with a selection of quick troubleshooting tips to help fix the problem (Fig 3). If these instructions don't fix your problem, then you might consider putting the Chromecast into a different HDMI port on your TV, which should fix the issue for you. The other area in which users may experience some problems is with streaming quality. If you're finding that your stream is stuttering and constantly freezing, a simple restart of your router might do the trick, but you'll need to Cast your content across to your TV again after the restart. If not, then you'll want to go into the app's settings menu that you're streaming from. Nearly all Chromecast-compatible apps will have an option for you to lower the quality of the stream to cater for poor internet connections. If problems with your stream still persist, then you'll want to make sure that you currently aren't downloading, uploading or performing any other function on your phone that uses a lot of bandwidth. For the most part, users won't find any problems when setting up and using the Chromecast, but when a problem does arise, use the above tips or head over to the official Chromecast forums where you can find guides to other issues users have faced.

Playback controls

Take control of your stream

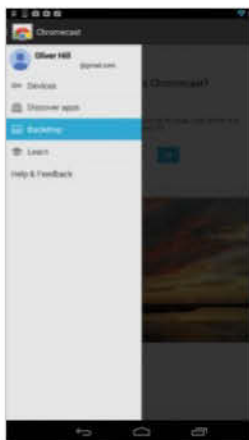
Once you've started a stream, by pressing on the Cast icon within the app you can now access a range of playback controls (depending on the app in question). For Google Play Music, users will have access to a simple volume toggle, which directly controls the TV volume. On the other hand, the YouTube app also offers volume control, but users can also choose to lower the video quality if the stream is stuttering a little. Each app offers different things.



Start streaming with Chromecast

Check out the following tutorials that showcase some of the best Chromecast-compatible apps

Set up and use your Chromecast



1: Select Devices

Select the Devices tab from within the Chromecast app's menu.



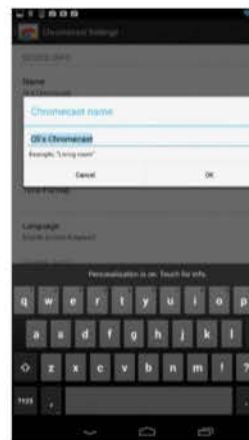
2: Wi-Fi scanning

It will now scan your Wi-Fi network and connect to the Chromecast.



3: Did it work?

If the scan worked, your device will now appear on your Nexus.



4: Set a new name

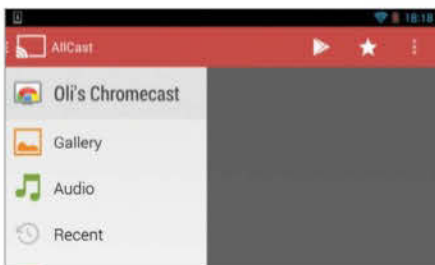
Press on the Chromecast picture to set a new personal name for it.



5: Download apps

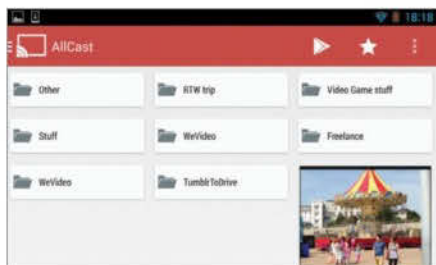
Now go to the Play store to download Chromecast-compatible apps.

Manage a cloud account on your TV



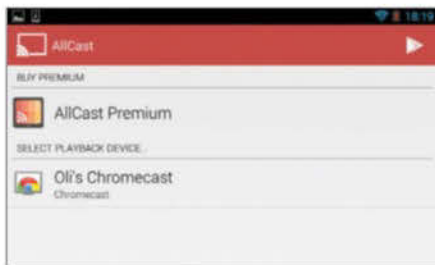
1: Download AllCast

Download and install the AllCast app. Select the Google Drive option from the side menu.



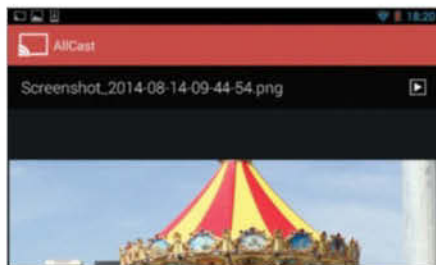
2: Select files

Choose the cloud files you want to send over to your TV and then confirm your choices.



3: Choose Chromecast

The app will scan for compatible streaming options. Choose your Chromecast from the list.



4: Press play

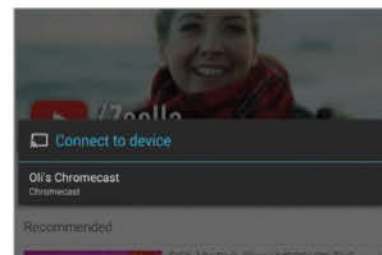
The app will take you back to the file, so press the play icon to start the stream.

Cast a YouTube video



1: Select a video

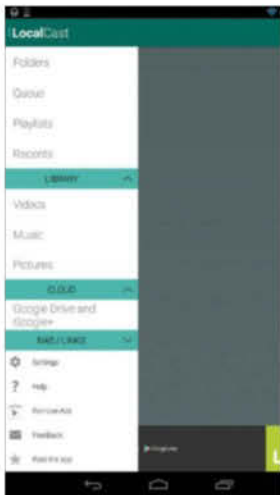
Open up a video contained within the YouTube app and wait for it to play.



2: Start to Cast

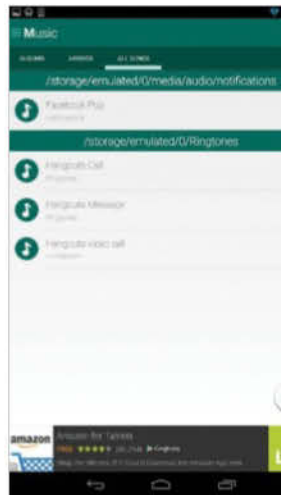
Press the Cast icon at the top and wait for the video to appear on your TV.

Stream media files from your Nexus



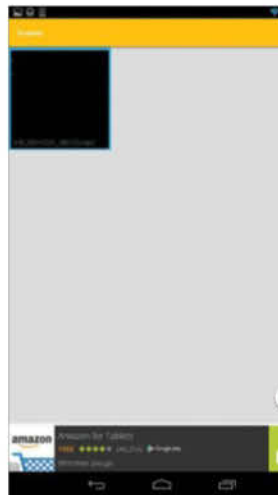
1: Open LocalCast

Open up the LocalCast app and press on the menu icon so the side menu appears. Scroll down until you reach the Library tab at the bottom.



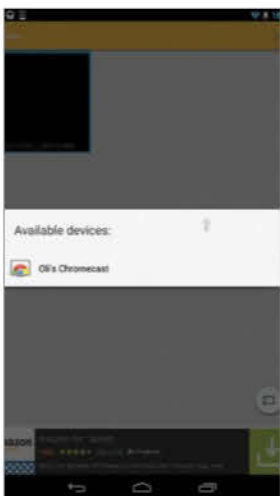
2: Select audio files

First you want to try casting some of the locally stored audio files on your Nexus. Select Music from the Library and search for some tunes.



3: Or choose video

You may want to select a video. Go through the Library tab again, select video and then the DCIM option provided at the top.



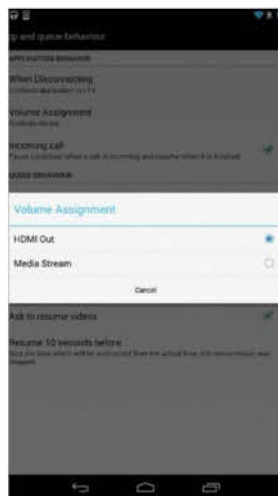
4: Casting icon

Once you've chosen what file you want to cast, press on the Cast icon at the bottom-right of the app and wait for the content to show.



5: Check settings

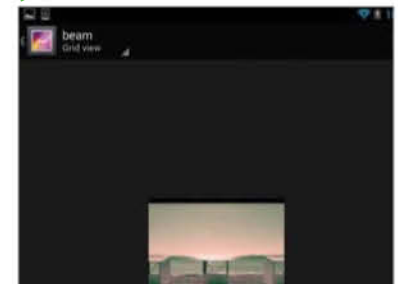
Scroll to the bottom of the side menu within LocalCast and open the Settings menu. You can change streaming options for better casting.



6: Adjust volume

If you've issues with the sound being streamed through your phone, select Volume Assignment and choose HDMI Out.

View photos on your TV



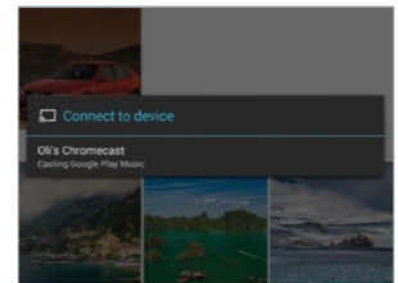
1: Open Gallery app

Open the Gallery app on your Nexus to view photos.



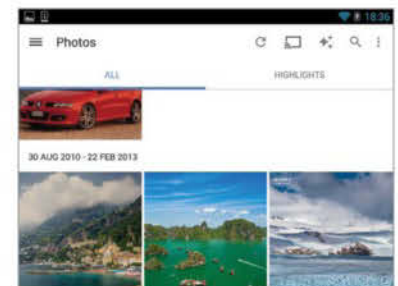
2: Select image

Open up an image, or select a full album from the list provided to you.



3: Start the stream

Press on the Cast icon at the top of the app to start streaming the image.



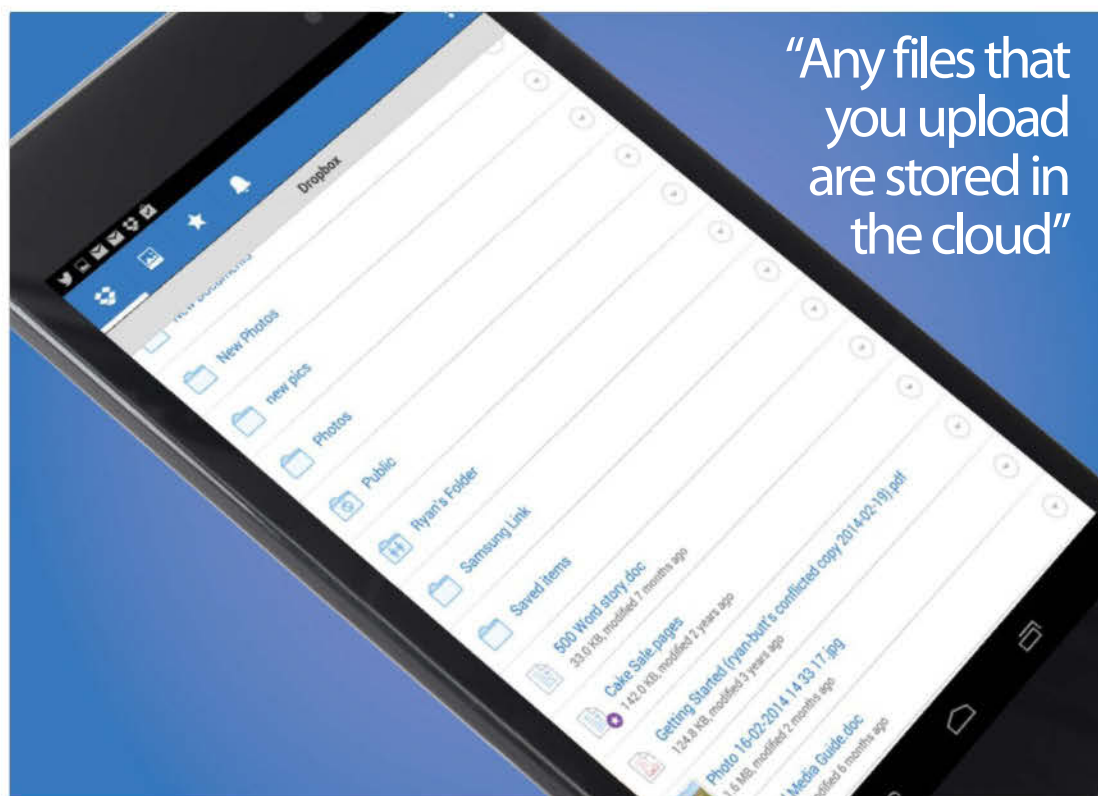
4: View recent history

Go to the Recent tab to see images of what you've Cast across.

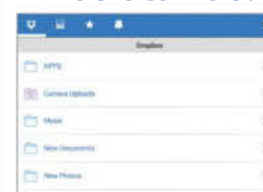
“Press on the Cast icon at the bottom-right and wait for the content to show”



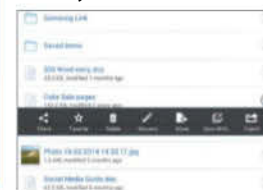
Back up your images and documents to the cloud and share files with colleagues and friends, straight from your Nexus



What it can do:



- **Back up files**
Store your data online



- **Share data**
Send others files and folders



- **Access offline**
Star files to view offline

Store and share files with Dropbox

Access your files anywhere you are by adding the Dropbox app to your Nexus

Using your Dropbox

Dropbox has become a household name, among techno-literate folks at least, and has proved especially useful for people who want to share big folders and files with each other for free. It is essentially cloud-based storage, meaning that any files that you upload are stored online – in the cloud – and you don't have to worry about them getting lost even if your Nexus does.

You'll need to sign up for an account before you start using the Dropbox service and every

time you do use it, whether on your Nexus or your desktop, you should use this same account. Dropbox is free to join and you'll start off with a free space allowance of 5.5GB. You can build this up by doing things such as inviting friends to join. Once you've signed up, any offers like this will be made clear to you. If you expect you'll need a lot more space, possibly if you handle a lot of video or images, you can also become a premium user by paying a monthly subscription fee and getting 100GB of storage space (Fig 1). If

you're happy with a free account, you can start uploading files immediately and Dropbox will automatically tell you when your account gets full.

Uploading and media

Dropbox can handle any file type you might want to throw at it, from simple word documents and PDFs through to multimedia files. All files are uploaded in the same way, the only difference being how long each takes to upload. Media files will typically take a longer



Fig 1: Get more space if you need it by signing up to a premium account, which you pay for every month

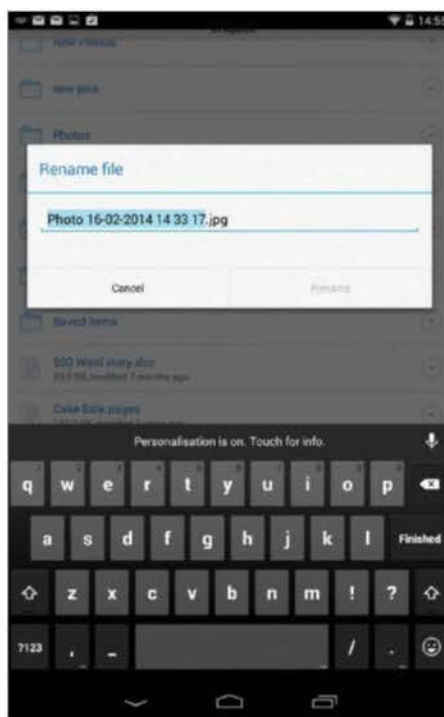


Fig 2: Rename your files by tapping the side options on each thumbnail, or long-pressing, and then typing in a new name

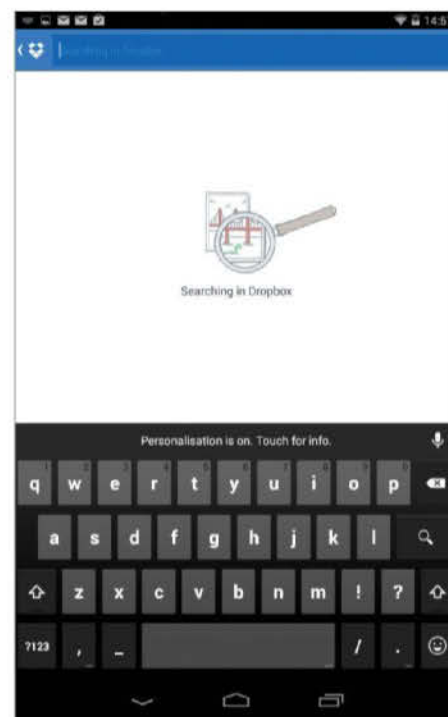


Fig 3: Search for a file or folder by name by tapping the Search icon once and using the keyboard to input a keyword or phrase

time to upload than simple text files. Dropbox is unique in the way it handles media in that you can listen to audio and watch video streamed directly via the app, rather than having to download them first. This is a useful tool if you're not sure what is contained in an audio file and you need to listen to it first.

To make things easier, you can rename and organise files directly in the application, too. To rename a file, long-press on the file and then tap the Rename option. Type in a new name and then tap Rename to complete (Fig 2). You'll also find options to group files into folders and create new folders as you need. When sharing multiple files with others, it's always easiest to group the files into a folder and then share the entire folder with them, rather than going through each item to share them individually.

Extra functions

Backing up files – that is, keeping a copy of everything you have safe in case you lose your Nexus – is something that many people neglect. Dropbox makes it easy to back up files as you go, especially your precious photographs. One great feature that Dropbox has is the option to automatically upload every

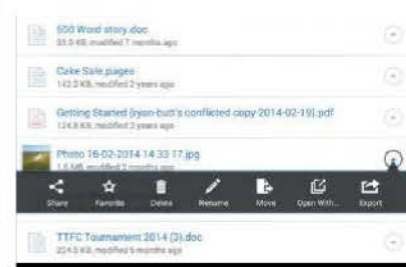
image you take on your Nexus to a Dropbox folder. When you switch the feature on, you'll never need to worry about backing up an image again. However, you should beware that if you take a lot of pictures, especially ones you'll probably not want to keep, your Dropbox could fill up quickly. To delete any from the folder, launch the app, find the images, tap on each one and select the Delete option.

Dropbox includes a few additional functions and features that are worth knowing about. One is the ability to search for files and folders using a keyword. From any screen, tap the menu icon in the top-right corner and then choose Search. Use the keyboard to type in a search term (Fig 3). The app will look through your files and offer you a list of search results. The public folder that comes with each Dropbox account is another one to be aware of. Anything you put into this folder will generate its own link, which means you can share files and folders with anyone even if they're not a Dropbox user. Once you move a file into the folder, get the link and send this out to anyone who wants to access it. As it is a publicly available space, beware not to move any personal or sensitive files into the folder.

File options

Tap to reveal more

All of your files are presented as a list in your Dropbox, and each item has an arrow next to it that you can tap to reveal a floating bar of options. These options include Share, Delete, Rename and Move, so you can use them to effortlessly organise and manage your files. Some files, such as pictures, will also have additional options displayed in the floating options bar, such as Favourite, Open With... and Export. Keeping a tidy Dropbox has never been easier.



Start using the Dropbox cloud

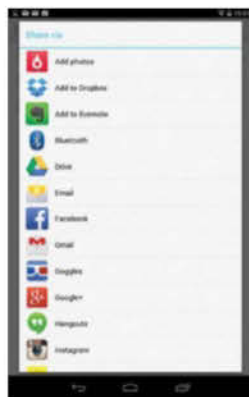
Get to grips with uploading, downloading and sharing the files you have saved online

Upload, view and share files



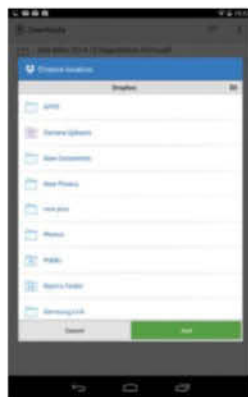
1: Select files

Select documents from your Files folder, or inside an email or message.



2: Click to share

Tap the Share icon and from the list of options, select Dropbox.



3: Upload

Select or create a folder, tap Upload and wait for the files to process.



4: Tap to view

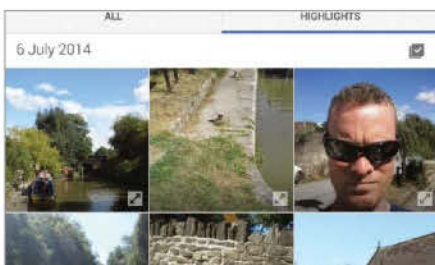
In Dropbox, tap a file to open it. If it's a word document, you can edit it.



5: Share a file

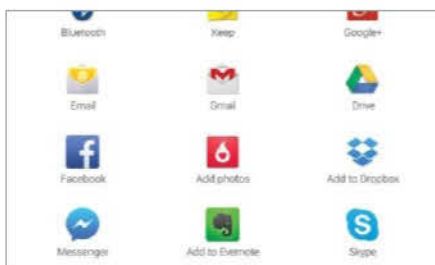
Tap the icon next to a file/folder. Tap Share to send it via email or other app.

Upload media



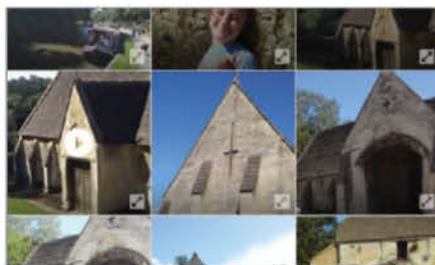
1: Select videos

Open the Video app, tap 'Share via' and make a selection of the videos you want to upload.



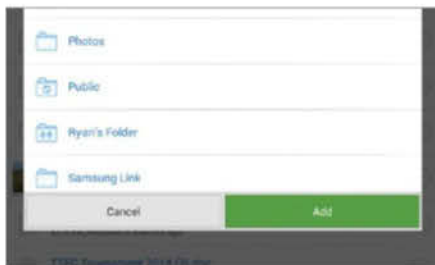
2: Share via Dropbox

Tap the Done button and then, from the sharing options, select 'Add to Dropbox'.



3: Upload images

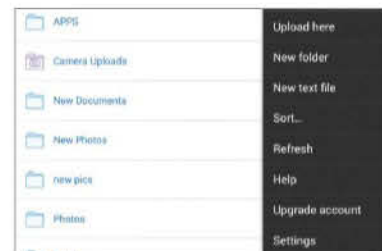
Open your Gallery and select images you want to upload to your Dropbox account.



4: Upload to Dropbox

In the sharing options, tap Dropbox, choose a location and wait while the upload completes.

Auto-upload photos



1: Open Settings

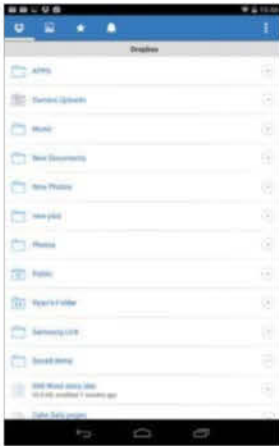
In the Dropbox app, tap the Menu button and then the Settings option.



2: Find Camera option

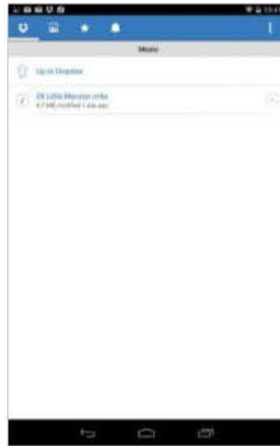
Scroll down to find Camera Upload. Tap the option once to turn it on.

Play music from Dropbox



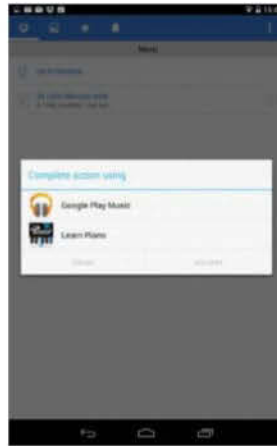
1: Find music files

Find music files in your Dropbox account by navigating through your folders and then tapping on the folder name once to open it.



2: Select track

From the list of tracks that you have uploaded, select one to listen to by tapping it once. All music tracks have a small musical note icon next to them.



3: Pick a player

Select the app on your Nexus that you want to play the song with. You can choose to have your selection set as your default app or to use it just this once.



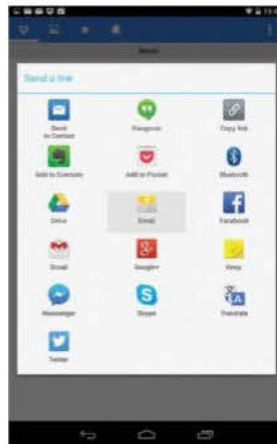
4: Listen to the song

The song will play in a pop-up player over the Dropbox interface. Use the on-screen controls to stop, pause or scrub through the track, or tap the X to close it.



5: Organise music

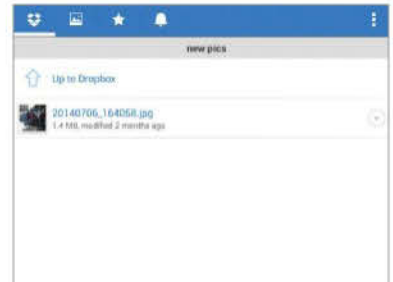
You can organise your music tracks by creating various folders from the main menu options and then dragging different tracks into the relevant places.



6: Share music

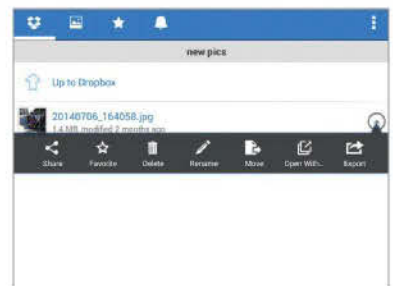
You can share music tracks just like other files, by tapping the Share button and then sending to a contact or posting on a site such as Facebook or Google+.

Export files from Dropbox



1: Select an image

Select a pic to move from your Nexus to another location (such as Google Drive).



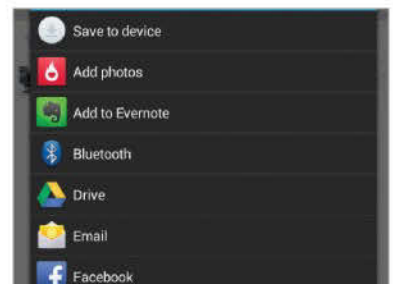
2: Tap to export

Tap on the arrow next to a file and then choose the Export option.



3: Choose a file

Similarly, you can export a file by long-pressing and choosing Export.



4: Select destination

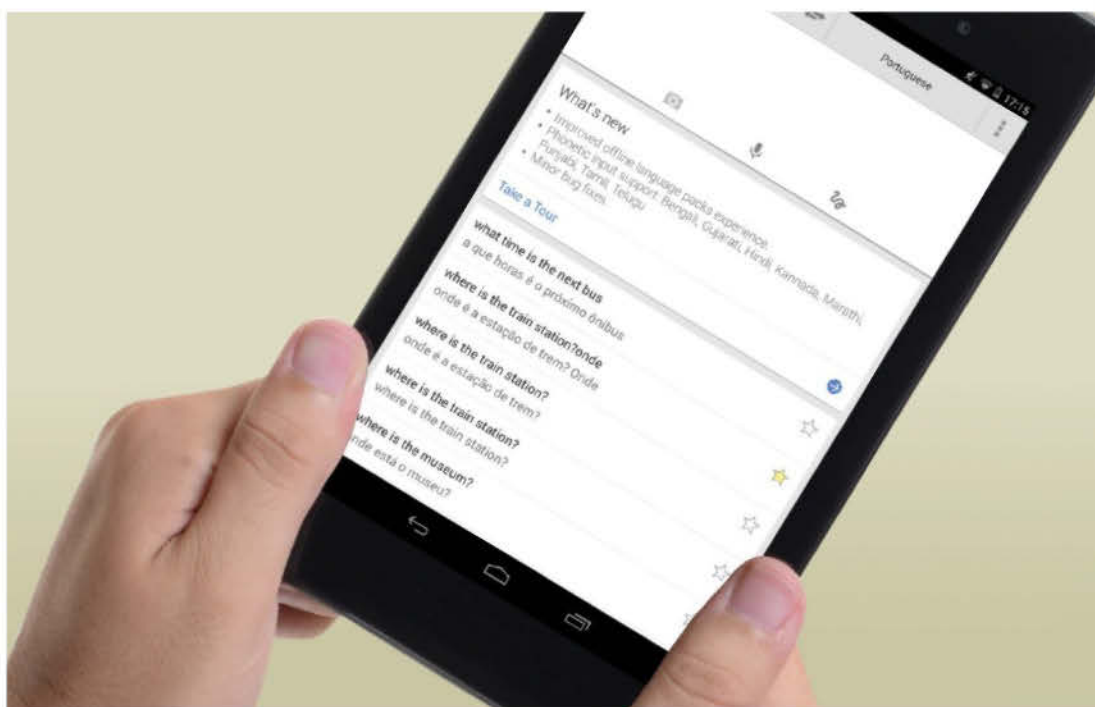
Choose to export it to a number of locations, such as your SD card or Skype.

“The song will play in a pop-up player over the Dropbox interface. Use the on-screen controls to stop, pause or scrub through”

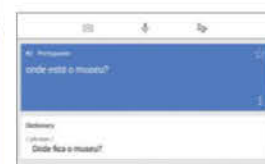


Google Translate

Discover how you can start using Google's quick and easy translation tool to convert written or spoken text into foreign tongues



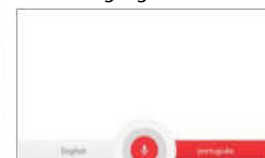
What it can do:



- Translate text
Support for 70 languages



- Use offline
Store languages to device



- Speak freely
Have real-time conversations

Speak to the world with Translate

Introducing Google's brilliant mobile multi-linguist and essential holiday companion

Google Translate is a free app well worthy of 'essential' status. First and foremost it is a text translator that is incredibly easy to use – just select the translate to and from languages and then type text into the translation window for instant results. The app caters for other forms of text input as well: you can take a picture (useful for foreign menus and signposts) and the app will analyse and translate the text as it appears. While this feature isn't supported by all Android models, it is sure to impress. You can also speak words and phrases to get

written and verbal translations back and even write words and phrases in freehand – all of these options are available at the bottom of the main 'Tap to translate' window.

If you have a regular need to converse in another language, the facility is there to mark translated words and phrases as favourites and then access them any time by tapping on the Menu icon in the top-right corner of the screen and then selecting the Phrasebook option. When using the app on holiday, you might not always have an internet connection

on your Nexus, but the good news is that you can save languages for offline use by going to the Settings (via the Menu icon) and selecting the 'Manage offline languages' option. You can then 'pin' languages for offline use. With Google Translate you can also choose to converse more naturally, whereby the tablet acts as a go-between when you wish to talk to a person and will translate your text into their language and vice versa by voice alone. Can you really afford not to be without this wondrous app?

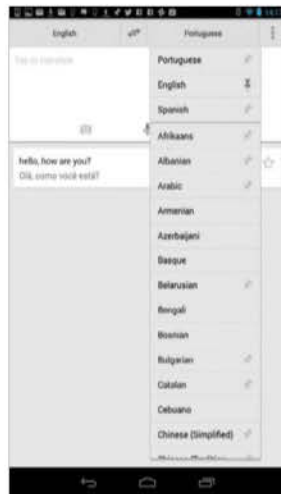
Translating text

Translate words, store phrases and have conversations

Enter text for translation



1: Translate from
Tap the Language field at the top left and then select a language that you would like to translate the text from.

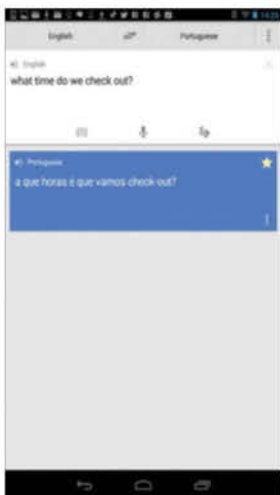


2: Translate to
Likewise, tap the Language field at the top right, then select a language that you'd like to translate the text to.

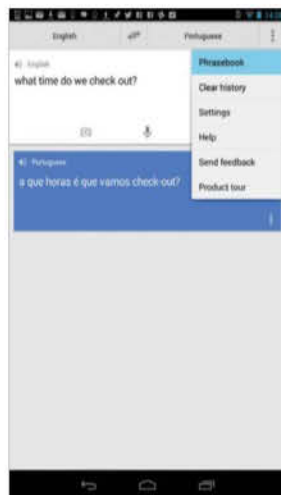


3: Enter text
Enter text in the main 'Tap to translate' window, then press Finished. The translation will appear instantly!

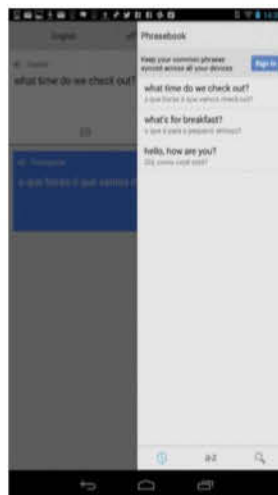
Using your Phrasebook



1: Save favourites
Mark words and phrases as favourites by tapping the star icon next to the translated text; it will turn yellow.

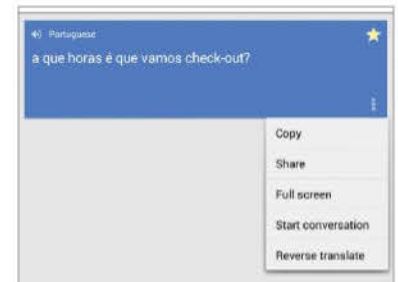


2: Tap on menu icon
To access marked phrases, tap the top-right Menu icon, then choose the Phrasebook option from the list.

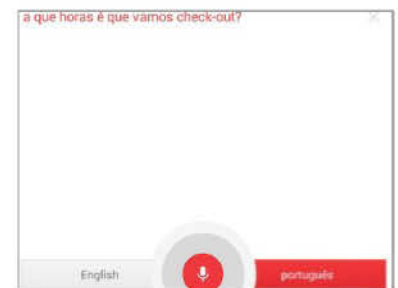


3: Your Phrasebook
All your saved words and phrases are listed. Sign into your Google account to sync them across all your devices.

Start a conversation



1: Tap Menu icon
After translating some text, tap the Menu icon in the window.



2: Tap 'Start conversation'
Tap 'Start conversation' to start using your Nexus as a voice translator.



3: Start speaking
With the left language shown in red, start speaking. Your dialogue will appear.

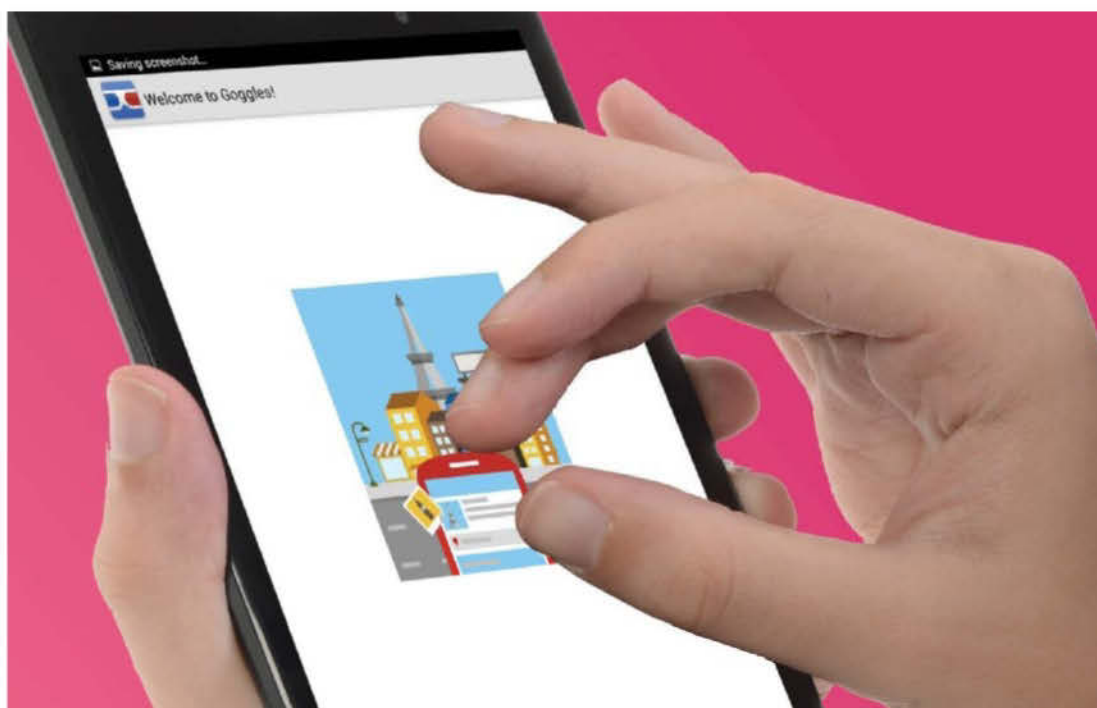


4: To and fro
The Nexus will speak it in the foreign tongue. The recipient can then talk.



Google Goggles

Photograph items and Google Goggles will identify them, provide info and do a lot more



What it can do:



- Scan and translate
Turn text into your language



- Scan a barcode
Discover product details



- Picture search
Find out more from photos

Use photos to get information

Goggles can scan text and images and provide translations and background information

Getting started

Google Goggles is an image-based search engine. You can use your Nexus camera to snap books, DVD/Blu-rays, logos, famous landmarks, business signs, products, barcodes and contact info. The app then scans the image and looks in a database for matching results, or tries to recognise the words to perform web searches. It requires an internet connection, so it can only be used outdoors if you have a Nexus capable of using mobile data via 3G. The interesting feature is that

it can also perform OCR on text, not only enabling you to scan and copy it, but to translate foreign language text.

After the welcome message, you can tap on 'Learn more' to get more information on how the app works, or tap on Next. Your next option (Fig 1) is to give the app access to the camera so it can scan images taken, and also opt whether the app will work over a Wi-Fi only network or use a mobile one as well. Tap on Next again to read about using your location to send that information as well as the

image. If you haven't done so, you should turn 'Location services' on in Settings. Then tap on Next to begin using the app.

Putting Goggles to use

To use Goggles, tap to run the app and ensure that the rear-facing camera is being used. If you try to use the front-facing camera, there's a good chance that any text you capture will be back to front. There are three icons along the bottom of the screen. The one to the left is the crop tool. Tap this first, then stretch the



Fig 1: Ensure that the 'Search from Camera' option is activated or the app won't be able to scan your photos as you take them



Fig 2: Some more options, the most useful one being to access the Gallery or Photos app so you can scan those images with Goggles



Fig 3: As this is a book barcode, you can then look it up in Google Books. There is a synopsis and options to buy

crop box out to fill the area you want. Then use the camera button, which is the next one along. At the end is the circular options icon; tap this (Fig 2) and a circle appears in the middle of the screen with some extra options. The first is to toggle flash on or off. The second is to use photos from the Gallery or Photos app, instead of one from the camera. This means you can go out, snap lots of photos and then use Goggles on them when you get home. The third symbol is for settings, of which there are two: one allows images captured with the camera to go to the Gallery while the other is to give permission to the app to use the camera. The former is useful to turn off so that you can just snap things to find out more. The final option is for help. Tap on this and then follow the links to find out more about the app and how to best use it.

Goggles in action

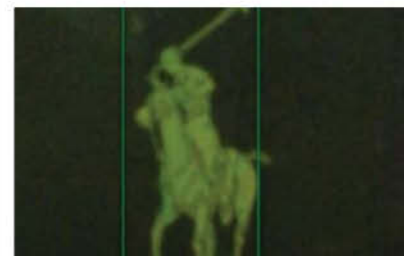
Once set up, to use Google Goggles, run it and tap on the camera icon. The type of image you capture and what's in it determine what the app then does. Let's start with some examples. If you snap a famous landmark that the app recognises, it will display lots of information, images and links about it. If it is a

straightforward photo and it doesn't recognise it – and photos of pets won't really achieve much – then it will display a sequence of similar photos. If there's a barcode in the photo then the result may include text and the title for what the barcode reveals. Tap on the result and you are presented with the option to view in Google Shopping, weblinks to the title and, if it's a book, to look in Google Books (Fig 3). You can then follow up with a synopsis, reviews and even purchase options. A good tip for scanning barcodes is to use the crop feature to highlight just the barcode area and prevent it picking up on anything else. When you scan some text, the result will appear at the bottom as usual. Tap on this and there are two options for text and a host of related Google search results as well. Tap on Translate to forward the text to Google Translate in a web browser, where you can select the language type if it isn't automatically recognised, then read the translation. The other option is to tap on Copy. This copies the text into the memory clipboard so you can then go to a web browser or word processor and paste it in. One of the interesting options is that if you scan a name and address, the app will let you add it to your contacts.

Scanning logos

See what it can recognise

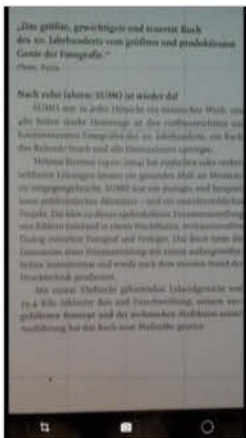
One of the more intriguing possibilities is when scanning trademarks or recognisable logos. Goggles will try to identify what it is and then associate it with a product. In the case of, say, a cologne from Ralph Lauren, Goggles can recognise that it is from the Polo range and give a list of weblinks and then also comparative prices for the nearest matching product across a range of suppliers. It's a quick way of finding a cheap supplier for something you are interested in.



Scan and recognise the content

Use Goggles to decipher a variety of image types for product info, links and buying options

Scan and translate text



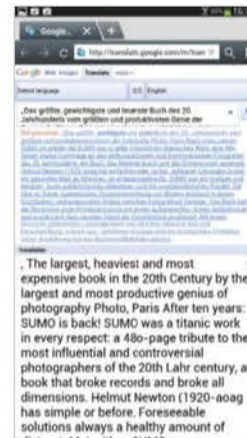
1: Get it lined up
Place the text in good light and hold the Nexus as still as possible.



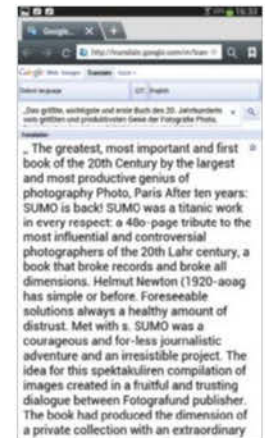
2: Select the text
The app will provide types of search results. Tap on the one for text.



3: The text options
The scanned text will appear with some options. Tap on Translate.



4: Translated text
The translated text appears. Also, there is a link to corrected scan text.

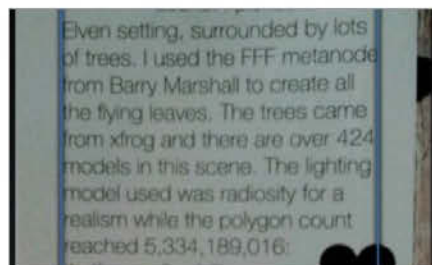


5: Corrected text
Tap on the corrected scan text link to see if it is any more accurate.

Copy and paste text into other apps



1: Scan the source
Line up the camera on just the text to scan and tap the capture button.



2: Check the results
The scan will highlight the area it copied and the results are below. Tap on the entry for text.



3: Copy your text
The scanned text will now appear with some pertinent weblinks. Tap on the word Copy.



4: Paste into the app
Go to the app you want to use. Double-tap in a document and select Paste to paste the text.

Crop area for more accuracy



1: Mark the area
Tap on the crop icon and resize so that it covers what you want to scan.



2: Line up correctly
Line up the scan area under the crop zone and tap the camera icon.

Search by taking a picture of something



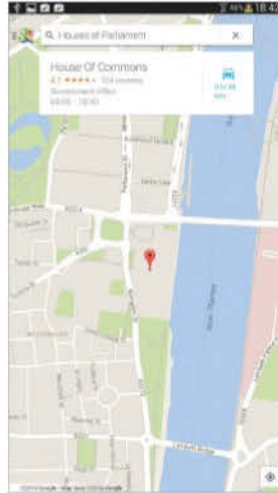
1: Find the subject

Get the landmark in the middle of the photo so that it is clearly visible and there are no other distracting elements. Take the photo.



2: Recognise place

After scanning the image, Goggles will hopefully recognise what it is. It needs to be really clear. The result will appear below; tap on it.



3: Find on a map

You can now locate it by tapping on Map. This is handy if you are going through old photos. Tap Back to return to the previous screen.



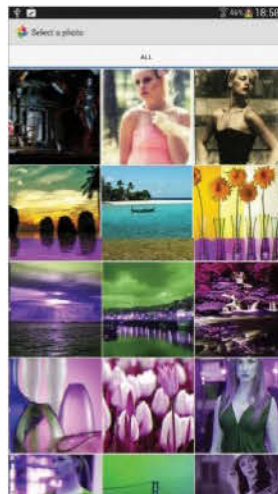
4: Weblinks to place

Under the main result are Google search results for web, images, maps, news, video and more. Tap on a link to find out more about it.



5: See other images

Want to compare your image to those taken by other people and hosted online? Tap on Images, then on any photo to view it full-size.



6: Use earlier photos

On the main camera screen, tap the circle then the mountains icon. Load a photo from your Nexus and have Goggles scan that.

“Get the landmark in the middle of the photo so that it is clearly visible”

Scan a product barcode



1: Photograph and discover

In Goggles, tap the crop tool. Reduce the active scanning window size.



2: Scan the barcode

Hold still and tap the camera icon for the capture, analysis and results.



3: Check out the options

Tap on the result for details. There are weblinks, so tap on Amazon's website.

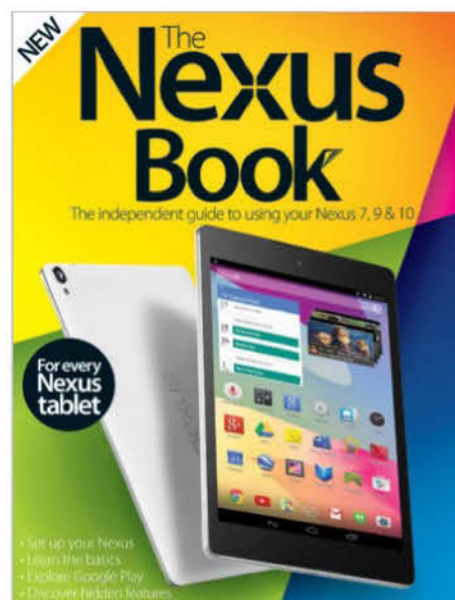


4: Make a purchase

Now you can log in and buy it. Use Google Shopping for price comparisons.

Special
trial offer

Enjoyed
this book?



Exclusive offer for new



Try
3 issues
for just
£5*

* This offer entitles new UK direct debit subscribers to receive their first three issues for £5. After these issues, subscribers will then pay £21 every six issues. Subscribers can cancel this subscription at any time. New subscriptions will start from the next available issue. Offer code ZGGZIN must be quoted to receive this special subscriptions price. Direct debit guarantee available on request.

** This is a US subscription offer. The USA issue rate is based on an annual subscription price of £65 for 13 issues, which is equivalent to approximately \$102 at the time of writing compared with the newsstand price of \$12.50 for 13 issues, being \$162.50. Your subscription will start from the next available issue.



**Dedicated to
all things Android**

Written by experts

Android Magazine is written by industry experts covering all aspects of the platform

Embracing technology

Every Android mobile and tablet is covered, including Samsung, LG, HTC, Sony, Motorola, Huawei, ZTE and more

Designed for you

The magazine is aimed at readers at all levels of experience

subscribers to...

Android
magazine

Try 3 issues for **£5 in the UK***
or just **\$7.85 per issue in the USA****
(saving 37% off the newsstand price)

For amazing offers please visit

www.imaginesubs.co.uk/and

Quote code ZGGZIN

Or telephone UK 0844 245 6963 Overseas +44 (0) 1795 414 972

We don't keep secrets



Tips & Tricks

Learn the truth about Android, Samsung Galaxy, Google and more with the Tips & Tricks series' expert advice and tutorials

BUY YOUR COPY TODAY

Print edition available at www.imagineshop.co.uk

Digital edition available at www.greatdigitalmags.com

Available on the following platforms



facebook.com/ImagineBookazines



twitter.com/Books_Imagine

**Suitable
for KitKat &
Lollipop**

The Nexus Book

The ultimate guide to using your Nexus 7, 9 & 10



Getting started with your Nexus
Browse the web, create events and customise your Nexus to get the most out of your tablet



Unlock the potential of your device
Master everything from editing images to video calling with all-new Lollipop guides



Essential apps for every occasion
Discover the very best apps and games the revamped Google Play store has to offer



Digital Edition

GreatDigitalMags.com

VOLUME 2

www.imaginebookshop.co.uk